

CALL FOR the recruitment of a Financial Officer

Global Water Partnership Mediterranean is seeking to hire a Financial Officer for its Athens Based Secretariat. The successful candidate will be hired by MIO-ECSDE, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med.

Details about the post are provided in the Terms of Reference in Annex I.

Type of Contract:	Service Contract
Duty Station:	Athens, Greece
Occupation:	full time engagement

Global Water Partnership (GWP) is a global action network of partner organisations supporting countries and regions in their vision for a water secure world. GWP's mission is to advance governance and management of water resources for sustainable and equitable development. Since 1996 when it was launched, GWP has grown into a network of over 3,000 Partner organisations, 13 Regional Water Partnerships and 87 Country Water Partnerships worldwide. Since 2000, GWP holds inter-governmental status (Global Water Partnership Organisation). For more information: www.gwp.org

Global Water Partnership – Mediterranean (GWP-Med) is responsible for the Mediterranean region, covering countries of the Near East, North Africa, Southeastern Europe and the European Union. GWP-Med is legally represented by the Mediterranean Information Office for Environment, Culture and Sustainable Development (MIO-ECSDE), holding non-governmental organization (NGO) status, based on a Host Institute Agreement between GWPO and MIO-ECSDE. GWP-Med is serviced by the GWP-Med Secretariat. For more information: www.gwpmed.org

1. Application procedure

Applicants are requested to study the Terms of Reference provided in Annex I. Interested candidates can apply by sending an e-mail to the attention of Ms. Zoe Karka zoe@gwpmed.org with the indication "Application for Financial Officer" in the subject, attaching the following documents:

- **A Cover letter** explaining why they are a suitable candidate for the advertised position, describing their experience, qualifications and competencies responding to the position's needs. Contents should focus on the background and experience relative to the position's requirements. The cover letter should be 1 page max.
- **Their detailed CV**, including past experience in similar posts and contact details for reference.

Incomplete applications will not be considered. Please make sure you have provided all requested information.

Application deadline: 29 January 2016

2. Evaluation Procedure

Applications will be examined by an evaluation committee. The committee will examine the applications and accompanying CVs and motivation letter received in relation to the qualifications listed in the TORs. Applications which do not meet the required qualifications will be excluded from further evaluation. The Evaluation Committee may decide to hold personal interviews with the applicants. Applicants called to an interview may be requested to submit in printed form prior to their interview all documentation supporting their declared qualifications. For further information or clarification please contact: bessie@gwpmed.org

Athens 12 January 2016
The Chairman of GWP-Med
Prof. Michael Scoullou

ANNEX I : Terms of Reference

FINANCIAL OFFICER

JOB TITLE: Financial Officer, full time position

REPORTS TO: Head of Finance and Administration (HFA)

SCOPE OF THIS POSITION:

The Financial Officer will be responsible for financial record keeping and monitoring, and preparation of financial reports. The Financial Officer shall ensure an updated and functional Accounting System, contribute to the monthly/annual reconciliation of accounts, and ensure continuous collaboration with staff members and external professional partners to ensure high quality service from the Finance and Administration unit to the GWP-Med Secretariat.

The Financial Officer will also be responsible for preparing and following up the needed procedures for procurements and contracts with experts and providers.

The position reports to the Head of Finance and Administration and works closely with Finance and Administration Team members. Duties could include international travel.

LOCATION: GWP-Med Secretariat in Athens with international travel

A. SPECIFIC DUTIES:

- Support developing, updating, and implementing adequate and efficient administrative and financial processes to ensure operational efficiency
- Monitor the timely implementation of Project-Budgets and follow up of expenditure invoicing payments in close collaboration with the HFA and the respective Program Manager
- Prepare Quarterly forecasts in close collaboration with the Program Managers
- Monitor timesheet keeping and allocation of salary costs to project budgets
- Prepare and follow-up procurement procedures and contracts with experts and providers
- Update the project management and accounting software regularly
- Produce monthly Liquidity report and monthly payment obligations
- Assist with preparations of monthly, quarterly and annual financial reports, Plan and carry out timely monthly/annual reconciliations of the overall and project accounts
- Contribute in continuously improving the administrative and financial routines within the Finance Unit
- Back up function for HFA, and Financial Assistant, Other duties as assigned by the HFA

B. QUALIFICATIONS AND EXPERIENCE:

- University degree or similar further education in finance or business administration.
- At least 5 years of experience in accounting and finance department on project management and budget implementation
- Experience in financial management of EU and other internationally funded projects
 - Familiar with the SOFT1 E.R.P software
- Working experience with developing countries or an international environment will be an advantage
- Strong interpersonal skills and integrity, Effective communicator both verbally and in writing
- Reliable, valuing the importance of timeliness and accuracy
- Excellent organisational capacity and resourcefulness
- Advanced user of Windows and MS Office programs
- Excellent command of spoken and written Greek and English, working level of French will be an advantage