



## Refugee 4 Refugees Finance & Admin Manager - Job Description

<b>Position Title</b>	Finance & Admin Manager
<b>Contract period</b>	6 months ( <i>1 month probationary period</i> )
<b>Start Date</b>	As soon as possible
<b>Reporting to</b>	Country Director
<b>Location</b>	Lesvos, Greece

### What we do

Refugee 4 Refugees (R4R) is a Greek Registered NGO with no political, religious or ethnic affiliation working to provide humanitarian aid on Lesvos, Samos and on mainland Greece. Originally founded in 2017 by Omar Alshakal, R4R aims to promote the establishment of a participative global aid ecosystem, whereby refugees and asylum seekers can feel empowered through their active involvement in humanitarian and development interventions.

### Purpose of the Position

The Finance & Admin Manager will report directly to the Country Director. S/he will be responsible for monthly financial reporting, management and office administration of R4R budgets and ensuring that R4R financial policies (including fund request policies) are in place, followed and recorded. The Manager will provide technical assistance to staff in implementing and complying with financial and administrative procedures to ensure compliance with regulations and serve as the financial liaison to the organization, local NGOs, and other implementing partners. This role will be responsible for the Finance & Admin in all the locations where R4R operates (currently Lesvos, Samos and Athens), and travel at short notice may be required.

The working base of this position is Lesvos, but given the ever changing needs of the refugee crisis in Greece, R4R could ask the position holder to relocate to another location within Greece at any given time as per organisational needs.



## Key Responsibilities

### Financial Processes

- Set up financial systems that both ensure compliance in the disbursement of organisational funds, but also reflect the necessary flexibility demanded by the organisation. This includes developing and maintaining organisational budgets, developing and maintaining a system of requesting permission to spend funds, tracking financial spending, generating a monthly financial report, and completing a reconciliation process monthly.
- Report monthly to the Board of Directors and Supervisory Board on financial processes followed in the previous month, and any issues to be addressed.
- Ensure that financial reporting systems are followed, trouble-shoot gaps, and adapt these systems where required.
- Ensure payments are made to payees in a timely manner, and maintain sufficient and complete payee files.
- Maintain a system of fund requests by team members, process cash disbursement, and timely reimbursement in accordance with financial management policies and established approval levels.
- Ensure sound cash management of local bank accounts and maintain petty cash boxes and report accurate opening and closing amounts monthly.
- Collecting receipts from R4R team members, storing these in an appropriate way for Greek audit regulations and recording these in R4R reporting templates.
- Process staff expenses reimbursements.
- Support active operation through coordinator and volunteer shift work.
- Any other tasks identified by the line manager.
- In collaboration with the programme, and fundraising team responsible for designing and developing new financial project proposals.

### Budget Management, Financial Reporting & Reconciliation

- Lead on writing the organisational budget and obtaining sign off from the Board of Directors.
- Ensure that the organisational budget is followed, and spending is limited to the appropriate budget lines. Where spending is to exceed or not meet an allocated budget line flag this to the Board of Directors.
- Ensure that spending is accurately forecast and outstanding bills are paid in a timely manner.
- Leading on monthly financial reporting (internal and external), including report generation, cross checking of relevant receipts, and identifying potential gaps and issues to the Country Director. Lead on the reconciliation processes to ensure that financial reports reflect reality containing budget to actual expenditure information.
- Prepare and provide financial reporting to the Programme Manager as per donor requirements.
- Generate documents required by the R4R accountant and coordinate with the accountant as and when required.
- Provide information as required by Compliance Officers/Auditors during audits.

## Profile Candidate / Qualifications

- Bachelor's degree in financial management, accounting or a related discipline.
- Minimum of 3 years experience working in Finance role on accounting/financial management of humanitarian programmes with non-profit organizations. Experience in Greece required.
- Experience in financially managing donor-funded grant programmes is an advantage.



- Experience on making improvements and setting up new accounting systems.
- Experience on book-keeping and computerised accounting systems.
- Experience in reporting to donors in an NGO environment.
- Good understanding of the Greek law related to tax, insurance, etc.
- Strong organizational and leadership skills.
- Engagement in and understanding of the mission, values and programme approach of R4R.
- Strong interpersonal and advising skills, amongst which a clear talent for influencing and guiding of colleagues and others directly or from a distance.
- Excellent communications and presentations skills.
- Proficiency in Greek and English both oral and written required.
- Working experience in an international environment, with daily collaboration with a variety of stakeholders and within a multicultural environment.
- Willing to travel at short notice.

### Core Competencies

- Strong analytical and conceptual skills, capable of translating theory into practice.
- Follow up on agreements in a conscientious and efficient manner, taking deadlines into account.
- Results - and quality oriented.
- Capable to work independently and to set clear goals and priorities.
- Focus on solving problems and high quality results
- Strong ability to communicate, to adapt and to network.

### What We Offer

- To be part of an enthusiastic team in an inspiring working environment.
- A flexible and human-centred working environment in a humanitarian organisation.
- Well balanced employment conditions with space for initiative and development.
- For initial appointments, R4R offers a contract of maximum six months (including a one-month probationary period) with possibility of extension based on funds and performance.
- R4R staff are required to register in Greece for official employment. The organisation can support in this process, and only applicants entitled to work in Greece will be considered in the process.
- The position is based in Lesbos, Greece.
- R4R is committed to providing a fair compensation package that is justifiable to our donors.  
The gross salary range is between:
  - € 1.000 to € 1.200, on the basis of 40 hours per week, weighted on qualification and relevant working experience.
  - And an extra monthly benefit of € 200 for accommodation and Per diem.



### Information and Application

If you recognize yourself in this profile and meet the requirements, we welcome you to apply.

Please submit your Letter of Motivation + Curriculum Vitae in English (only applications with a motivation letter will be included in the process) to [hr@refugee4refugees.gr](mailto:hr@refugee4refugees.gr).

**The closing date for applications is 29th August 2021 at 17:00 (EEST).**

Qualified female candidates are encouraged to apply.

*Only successful candidates will be contacted to proceed to the next phase in the application process. In the event an ideal candidate is found, R4R will close applications.*

\*\*\*Acquisition is not appreciated\*\*\*