



Finance Administrator

POSITION DESCRIPTION AND TERMS OF REFERENCE

Job Title: Finance Administrator

Employer: SeeD Research Centre for Sustainable Peace and Democratic Development

Duty station: Head Quarters, Nicosia, Cyprus

Reports To: Chief Financial Officer

Contract: Employment contract

Contract Status: Full time (40 hours a week)

Start Date: Preferable 1st May 2024

Terms of Reference

- Prepare soft and hard copies of all supporting documents related to actual transactions for the previous month;
- Support the preparation of monthly management accounts;
- Prepare transaction-specific supporting documentation and any other ad-hoc documents and information requested by banks in the context of ongoing business relationships and know-your-client (KYC) compliance;
- Participate in regular and ad hoc cash counts, and perform spot-checks as needed, for any Petty Cash Fund maintained at the office;
- Prepare and keep updated 'Permanent file' for all supporting documents;
- Maintain receivables record on invoices issued to customers, to monitor their ageing, and follow-up for collections, and to know when future invoices should be issued, for cash-flow projections and receipts lists;
- Maintain payables record on scheduled payments to suppliers, to have a due date report to help plan when invoices will be due for payment and provide information for cash flow projections and payment lists;
- Prepare lists of payments for the current month for review and approval, based on invoices received and scheduled payments;
- Post transactions on online banking for approval by others;
- Compile supporting documentation and any other ad-hoc documents and information requested to support any ongoing collaboration with external accountants and / or auditors;
- Assist in the preparation of Financial Reporting, supporting documents and ad hoc information for projects in claim of payment;
- Prepare invoices for customers;
- Prepare allocation of actual costs based on timesheets, contracts, and other sources of information;
- Support project-specific financial audit or spot-check process as needed.
- Analysis of financial data and presentation of visualised tables and reports to executives and team leads;

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- Liaising with team leads, project leads or executives to discuss and understand financial and accounting needs of projects, and collaborative diagnosis and anticipation of challenges to profitability and cashflow of projects and portfolios;
- Conducting financial analyses on portfolios and projects to give recommendations to improve profitability and cashflow of projects;
- Aggregation of accounting and timesheet data to give accurate financial and resource picture of projects, and warning signs of overspending or other issues;
- Support preparation of financial reports to the board (cashflow, profitability, and other financial and accounting analyses).

CANDIDATE PROFILE

- An Accounting & Finance Degree or a Business Administration Degree or relevant certificate/qualification
- 2 – 3 years of experience in Business Administration
- Holder of an LCCI in Accounting – Higher Level, or any other relevant qualifications will be considered as additional qualifications.
- Fluency in both the Greek and English Languages
- Computer literate
- Strong analytical and numeric skills coupled with attention to detail

COMPANY BENEFITS

- Flexible working hours
- Friday work from home
- 21 days Annual-leave, 10 days sick leave & 5 days bereavement

How to Apply:

- If you match the above requirements, and you are interested in the position please send your CV along with a covering letter to recruitment@seedsofpeace.eu quoting the above Job title, **not later than 21st April 2024. Please note only shortlisted applicants will be contacted.**