

# **TERMS OF REFERENCE**

## **FINANCE AND PROJECT OFFICER (FPO)**

### **EMPLOYMENT CONTRACT**

<b>Location:</b>	CYPRUS
<b>Languages Required:</b>	ENGLISH and GREEK or TURKISH
<b>Contract duration:</b>	JAN 2027
<b>Intended start date:</b>	MAY 2024

#### **BACKGROUND**

The Cyprus Dialogue Forum is a non-formal dialogue space that aims to support the peace process in Cyprus. It has been created by local stakeholders as an inclusive space for dialogue and knowledge-sharing among political, economic and social stakeholders in both communities in which issues and challenges of common concern can be addressed. In the Forum, the stakeholders work together to support change through the development of common understandings, shared knowledge and joint visions for the future. The Forum is supported by a Secretariat function that operates under two administrative partners, the Humanitarian Relief Mission-CDF and the Association for Historical Dialogue and Research-CDF and comprises a team of permanent staff that provide coordination, facilitation, research and technical/logistics support to the Forum dialogues and stakeholders.

The work of the Cyprus Dialogue Forum is supported through the project "Strengthening collaborative spaces for dialogue and shared knowledge creation", financed by the European Union and implemented by the Secretariat of the Cyprus Dialogue Forum. To support the work of the Forum, the Secretariat is looking to recruit an experienced Finance and Project Officer (FPO).

#### **DUTIES AND RESPONSIBILITIES**

Working under the supervision and guidance of the Co-Coordinator, the FPO is responsible for the effective delivery of financial services, for the transparent utilisation of financial resources and management of the project as well as for effective project planning, implementation and monitoring. S/he analyses and interprets the financial and operational rules and regulations and provides solutions and guidance to a wide spectrum of financial and operational issues and to all members of the CDF Secretariat team. The FPO promotes a collaborative, stakeholder-oriented approach consistent with CDF rules and procedures. The FPO works as part of the CDF Secretariat team and in close collaboration with the Operations Officer.

#### **Summary of Key Functions**

1. Efficient finance and budget planning, monitoring and management.
2. Efficient management and implementation of operational and procurement processes.
3. Contributes to accurate project monitoring, programming, reporting and implementation.



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**Key Function 1: Ensures efficient finance and budget planning, monitoring and management focusing on the achievement of the following results:**

- Performance of finance functions for daily processes including verification of completeness and accuracy of payment requests, identification and follow up on errors/gaps; assurance of complete and accurate accounting, reporting and internal controls.
- Preparation of monthly, quarterly and annual financial reports and reconciliations, including timely preparation of documentation relating to VAT obligations.
- Financial resources management through planning, guiding, controlling of the resources in accordance with relevant (internal and donor) rules and regulations.
- Active participation in budget preparation and timely monitoring of budget delivery against the annual work plan and submission of timely requests for reallocations if necessary.
- Continuous analysis and monitoring of the financial situation and presentation of forecasts.
- Development and/or improvement on the mechanisms for effective and efficient monitoring of financial resources including elaboration of proper mechanisms to eliminate deficiencies in budget management.
- Coordination with internal and external auditors and follow up.
- Provision of guidance and support as needed on financial matters/policies to Secretariat colleagues.

**Key Function 2: Ensures efficient management and implementation of operational and procurement processes focusing on achievement of the following results:**

- Implementation, update and improvement of internal operational and procurement procedures, preparation of templates in compliance with internal rules and regulation and provision of guidance to CDF Secretariat staff.
- Timely and proper preparation of procurement plans, establishment of the deadlines and monitoring of their implementation.
- Revision and initiation of procurement procedures including provision of support to Secretariat colleagues in the development of procurement requests.
- Management and monitoring of contracts, including contract monitoring and tracking, monitoring of commitments and reviewing requests for payment, travel requests etc.

**Key Function 3: Contribute to accurate project monitoring, programming and implementation focusing on the achievement of the following results:**

- Preparation, organisation, collation and consolidation of annual work plans and budget allocation for project activities.
- Contribute to accurate monitoring and implementation of tasks, work with Secretariat colleagues to keep track of deadlines for each task and report any potential delays to the Co-coordinators.
- Contribute to the preparation and maintenance of key information/inputs for reporting purposes.
- Preparation of monthly, quarterly, annual and other reports on the progress of project implementation.
- Identification of potential issues or risks for project delivery and implementation and elaboration of options for improvement of project management.



- Provide support in the project evaluation and lessons learnt.

### **Impact of Results:**

The achievement of the above results impact upon the quality of project delivery as well as the effectiveness and efficiency of the Secretariat. Sound financial, operational and project planning, monitoring and management, strengthens the capacity of the Secretariat and its ability to act as an effective support mechanism to Forum stakeholders and dialogues.

### **Required Skills, Experience and Competencies**

#### **Education & Experience:**

- Master's Degree or equivalent in Finance, Business Administration, Public Administration, Economics or related field.
- Professional certification in accounting or auditing will be considered an advantage.
- Minimum of 7 years of relevant experience in providing financial, operational and management services.
- Experience in programme/project management and dealing with donors is highly desirable.
- Previous experience with EU funds administrative procedures is highly desirable.

#### **Language Requirements:**

- Excellent knowledge and command of English (written and spoken) as well as Turkish or Greek (written and spoken) is a requirement.

#### **Functional Competencies:**

- Excellent written and verbal communication skills.
- Experience in office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages.
- Experience in project planning and monitoring applications.
- Experience in project administration, operating procedures, oversight and monitoring.
- Has understanding of taxes, bank reconciliation, and bookkeeping.
- Has knowledge and experience of working with financial accounting systems/software.

#### **Job Knowledge, Technical and Self-Management Expertise:**

- Has knowledge, understands and applies fundamental concepts and principles of financial principles and practices to the position.
- Ability to interpret and implement financial rules, regulations and procedures and explain them clearly and concisely.
- Ability to interpret administrative and personnel rules, regulations and procedures and explain them clearly and concisely.
- Ability to independently conduct research and analysis, formulate options and present conclusions and recommendations.
- Demonstrates professional competence and mastery of subject matter.



- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; remains composed and constructive even under pressure.
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning.

#### **Other Core Competencies:**

- Maintains ethical standards and safeguards the integrity of the Forum.
- Objective, impartial and respectful of different positions and points of view; ability to work with a diverse range of stakeholders.
- Demonstrates institutional knowledge and sound judgement.
- Acts as a team player and facilitates team work.
- Facilitates and encourages open communication in the team.
- Manages potential conflict with a problem-solving mindset.
- Learns and shares knowledge and encourages the learning of others.
- Informed and transparent decision making.
- Promotes organisational learning and knowledge sharing.

#### **Working Hours & Conditions**

The FPO will work as part of the Secretariat based at the Home for Cooperation in the UN Buffer Zone. The employment contract under this call will be concluded with the Association for Historical Dialogue and Research-CDF on behalf of the Secretariat of the Cyprus Dialogue Forum. The daily working hours of the Secretariat are 9am – 6pm. As part of the Secretariat staff, the PKO is entitled to 21 days of paid annual leave per calendar year. The total days of allowance are calculated proportionally to the average working days per week. The first three months of employment are on a probationary basis.

A monthly payment will be made at the end of each completed month of work upon the submission of a timesheet. The Secretariat will provide the office space and desk. The PKO will need to provide their own laptop and means of transportation.



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