

East Europe Foundation

Terms of reference

Finance and Administration Assistant

Title: Finance and Administration Assistant

Work program: Full time, from 9AM to 6PM

Department: Finance and Administration

Reports to: Director of Finances and Administration

Location: Chisinau, Republic of Moldova

Tentative start date: 01 February 2018

Background

East Europe Foundation is a non-profit, non-political organization established as a foundation, in accordance with the Constitution of the Republic of Moldova, the Law on Foundations and other laws of the Republic of Moldova. EEF was registered on November 3, 2009 and started its main operations on June 1, 2010. EEF goal is to build democratic systems in Moldova, empower Moldovan citizens and foster sustainable development through education, technical assistance and grant programs that promote civil society development, strengthen media, enhance good governance and build economic prosperity.

EEF is the successor organization of Eurasia Foundation in Moldova and continues its rich, 18-year legacy of promoting democracy and the growth of a market economy in Moldova. Eurasia Foundation has invested more than \$400 million through more than 8,400 grants and operating programs in Afghanistan, Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, the Kyrgyz Republic, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan. During the last 18 years, Eurasia Foundation in Moldova has invested more than \$6 million and awarded grants to more than 150 Moldovan NGOs.

EEF Strategy for 2017 - 2020 is funded by the Government of Sweden, the Swiss Agency for Development and Cooperation, the Ministry of Foreign Affairs of Denmark, the European Union, UN Women and other donors. Around 50% of EEF budget goes to re-granting (award of sub-grants to registered NGOs in Moldova).

Position Summary

The Finance and Administration Assistant works under the direct supervision of the Director of Finance and Administration to assist in the administration of day-to-day EEF finance, administrative and human resources functions and duties.

Principal Duties and Responsibilities

- Assist with recruitment and staffing logistics. Prepare all internal documentation related to recruitment and dismissal. Collect information on vacations, prepare annual vacation schedules and keep records of vacation accrued and taken. Prepare orders, dispositions and briefings related to human resources, on demand of the President and keep their record. Collect timesheets and perform cost allocation based on timesheets.

- Prepare orders, dispositions and briefings on other matters, on demand of the President and keep their record.
- Perform material, technical and administrative maintenance of the office, including rent, office and equipment repair, acquisition of office furniture, equipment and office supplies according to EEF procurement policy.
- Draft payment requests on EEF administrative expenses.
- Maintain of various administrative and financial records, files and registers.
- Handle administrative procurement procedures. Maintain and develop the preferred vendors lists.
- Handle and document cash transactions.
- Draft contracts with EEF vendors, including monitoring of execution and documentation.
- Book and buy travel tickets, hotel rooms for EEF staff, consultants and Board members. Manage travel documentation.
- Manage EEF incoming and outgoing correspondence.
- Assist in developing monthly reports for operating programs and donor-funded projects. Assist in the process of developing and presenting the financial reports to donors, including external audit.
- Collect and approve internal queries for EEF car need.
- Assist in the organization of EEF Board meetings and other general and administrative EEF events. Take minutes of EEF Board of Directors, Supervisory Board meetings and EEF staff meetings.

Qualifications

Education: Bachelor degree in economics, finance and/or accounting.

Experience: at least 2 years of relevant experience, or an equivalent combination of education and experience. Proven administrative/office management experience. Knowledge of fiscal and accounting legislation. Very good knowledge of Excel functionalities.

Other: Fluency in written and spoken Romanian, Russian and English. Experience with non-profit sector is an advantage.

Application procedure:

Interested candidates must submit the following documents:

1. Motivation letter, including details of three reference persons;
2. Curriculum vitae of the applicant.

The application package shall be submitted via email to: conkurs@eef.md with the text „Finance and Administration Assistant” in the subject line, by **14 January 2018**.

For additional information on the activities of the East Europe Foundation please visit the following web site: www.eef.md.

Only selected persons will be contacted. Incomplete applications will not be considered.

EEF provides equal employment opportunity to all employees and applicants regardless of race, colour, nationality, ethnic origin, language, religion or belief, marital status, pregnancy, sex, age, disability, opinion, political view or any other status.