

The Jesuit Refugee Service (JRS) is an international Catholic organisation. Its mission is to accompany, to serve and to advocate for refugees and forcibly displaced people.

JRS programmes are found in 50 countries, providing assistance to refugees in camps and cities, individuals displaced within their own countries, asylum seekers in cities, and to those held in detention centres. The main areas of work are in the field of education, emergency assistance, healthcare, livelihood activities and social services.

JRS Hellas was set up in November 2015 and its action is focused on vulnerable people. JRS Hellas manages three Centers in the centre of Athens: one reception center for refugee families, one activity center and one integration center for refugee and migrant children. JRS Hellas also support refugees in camps and in the neighbourhood through NFI's (Non Food Items) distribution.

The JRS Hellas Finance & Administration Officer assists the JRS Hellas Director and the JRS Hellas Office team in proposing and implementing regional financial strategies. The Finance & Administrative Officer will have specific responsibilities regarding JRS Hellas's common project finances monitoring, closure and auditing of projects. The Finance & Administrative Officer will support the effective delivery of finance, budget and administration services in order to facilitate transparent and efficient utilization of JRS Hellas financial resources.

S/he comes with sound analytical skills and a creative mindset and is in tune with JRS mission and way of working.

### Key Responsibilities

The Finance & Administration Officer reports to the JRS Hellas Director and will be responsible for the following tasks:

#### Finance

- Responsible for the financial and analytical accounting systems of the JRS Hellas Office.
- Responsible for the preparation of budgets, the annual closing of accounts and regular financial reports.
- Accounting and monitoring of JRS Hellas projects in close cooperation with JRS Europe and other partners involved.
- Codification and import the accountability in JRS Europe software.
- Evaluation of the implementation of JRS Hellas office financial policies and procedures (including procurements) and recommendation for improvements.
- Reception and charging of invoices in close cooperation with the JRS Hellas auditor.
- Presentation of monthly accounts and of information for financial reports.
- Management of the JRS Hellas cashbox.
- Reception and management of accounting and bank documents.
- Respect and apply the procedures provided by Greek legislation and the rules of compliance with the formalities of JRS Europe in cooperation with the JRS Hellas auditor.
- Cooperation with the Program Officer in order to compare and sum up expenses with projects.
- Participation in team meetings.

- Collaboration with JRS Hellas staff.
- Collaboration with volunteers and demonstration of value for their presence.

#### Administration

- Responsible for Human Resources, including payroll and contracts for staff, holidays, insurances, volunteers and interns.
- Monitoring, payment and filing of salary slips in cooperation with JRS Hellas auditor.
- Administrative and financial support for the ongoing activities of the JRS Hellas Office (suppliers, travels, meetings).
- Responsible for the central JRS Hellas e-mail and the daily mail.
- Keeping the minutes of the meetings.
- Filing and tracking of documentation.

#### Qualifications and Experience

The post-holder will have the following essential experiences, skills, knowledge and abilities:

- Permission to work in Greece.
- University studies in Accounting, Finance, Business Administration or equivalent.
- Proven experience and substantial understanding of NGO budgeting, accounting and reporting.
- Proficiency and competences in handling finance and communications software.
- Knowledge of and ability to work with donor management systems and in compliance with data protection legislation.
- Experience in teamwork.
- Ability to work effectively in a cross-cultural environment with a multi-national staff.
- Excellent interpersonal, communication and presentation skills.
- A positive, constructive attitude to meeting challenges, solving problems and identifying opportunities.
- Ability to manage several tasks simultaneously in a busy office environment and to meet deadlines.

#### Core Values and Ethics

- Enthusiasm for the mission of JRS and willingness to advocate based on the JRS mission and vision.
- Real flexibility in the mission.
- High integrity and honesty.
- Field experience in working with refugees, migrants or vulnerable social groups is highly value.
- Sense of discretion.
- Adherence to the JRS code of conduct and child protection policy.

#### Languages

- Ability to speak and write fluently and compellingly in Greek and English.
- Working knowledge of additional languages, it's a plus.

#### Terms of appointment

- This is a part-time position (20 hours per week).
  - We offer a 12 months contract, to be possibly transformed into a contract of undetermined duration.
  - The firsts three months will be a period of experience (trial period), to see if there is adequate adaptation by both parties.
  - The starting date is December 1st, 2018.
  - The salary offered for this position is between 695,62€ and 595.62€ gross per month, according to the candidate's experience and skills. All conditional and additional benefits are according to Greek Legislation.
  - Candidates may send CV and cover letter in English by e-mail to: [francisca.onofre@jrs.net](mailto:francisca.onofre@jrs.net)
- Deadline: 20th of November, 2018 before 18.00h.  
Only shortlisted candidates will be contacted