



Terre des hommes
Helping children worldwide.

Senior Finance Officer

Greece, Athens

Terre Des Hommes Hellas is seeking to recruit a Senior Finance Officer.

- Start date** as soon as possible
Contract One-year, full-time contract, renewable.
Salary 1.964 - 2.098 /monthly gross. Depending on skills and experience and in line with similar position grades in the organization
Reports to (Hierarchically): Head of Country Office
Reports to (Functional): Multi Country Delegation Finance & Admin Manager

Deadline for applications: 5/01/2025

BACKGROUND

Terre des hommes Foundation, a member of the International Federation Terre des hommes, is the largest international child rights NGO in Switzerland established over 60 years ago. We operate in over 35 countries with over 100 projects of development aid and emergency impacting over 3 million beneficiaries annually. Terre des hommes Hellas promotes child protection and access to justice for children through programs addressing abuse, offending behavior, school-based gender violence, and mental health. It empowers children, parents, and educators with training and workshops, while leveraging AI to improve access to information about children's rights and services.



ROLE DESCRIPTION

As a member of the Tdh Hellas team and working under the direct supervision of the Head of Country Office and the technical supervision of the Multi Country Delegation Finance & Administration Coordinator, the Senior Finance Officer for Tdh Hellas is responsible for the implementation and management of the finances in Greece. The Senior Finance Officer as part of the Senior Management Team, should play a role in the leadership and contribute to the overall strategic plans of the organization

MAIN RESPONSIBILITIES

COORDINATION AND MANAGEMENT

- Takes part in the definition of strategic orientations for the mission implying financial aspects, in co-ordination with the Multi Country Delegation Head and Country Director, Deputy Director and the team in Greece.
- Advises and works with management on budgets for fundraising proposals, keeps track of funding coverage, monitors and directs any financial risk.
- Advise the Country Director, Multi Country Delegation Finance & Admin Manager and Human Resources on the staffing needs and participates in recruitment according to the strategy and the means of the delegation.
- Verifies and assists in the preparation of Collaboration Agreements with national or regional partners, ensuring that the financial conditions of Memoranda of Understanding (MOU) respect Tdh financial procedures; Ensure financial training to partners when necessary.

FINANCIAL, ACCOUNTING, BUDGET, REPORTING AND ADMINISTRATION MANAGEMENT

- Responsibility in budget conceptions and elaboration, together with the Head of Country Office and the Programme staff of Greece for new projects and budget proposals in line with internal Tdh regulations before sending to the Multi Country Delegation Finance Coordinator.
- Responsibility of the preparation of Tdh Hellas annual budgets in cooperation with Head of Country Office, Program staff and Multi Country Delegation Finance Coordinator.
- Produce and analyze financial statements, reviewing for completeness and correctness, making the appropriate suggestions/adjustments/recommendations as necessary.
- Cooperates and provides assistance to the external accountant for the completion of annual financial statements under the tax local authorities (IFRS based).
- Responsible for cash flow monitoring and submission of treasury forecast requests on monthly basis along with the finance monitoring tool to the Multi Country Delegation Finance Coordinator.
- Ensure timely updates and consolidation of the Financial Monitoring Tool (FMT) for all donor contracts in consultation with budget holders.
- Maintain and update the cost coverage plan monthly, ensuring accuracy and alignment with organizational requirements.
- Collaborate with the MCD Finance Coordinator to prepare and report the updated FMT tool to the Head of Country Office and Tdh HQ Financial Controller. Provide updates on donor funding, unrestricted funds follow-up, and financial key performance indicators on monthly bases to ensure effective monitoring and decision-making.
- Maintain administrative contact with donors and acts as primary financial interlocutor.
- Responsible for the preparation of donors' financial reports and asking the validation before the submission.
- Oversees bank, bank cards and cash account transactions, and Tdh bank accounts' opening and closing.
- Validates the relevant documents according to the Signing authorities of the organisation and ensures that expenditure incurred is authorized and recorded in line with internal projects guidelines, Tdh procedures and Greek accounting legislation.
- Validate payment documents prior to processing through bank or cash, ensuring compliance with Tdh and donor regulations and accurate allocation of funds.

- Responsible for day-to-day accounting entries for Tdh Office (into the SAGA system) and update saga systems parameters.
- Receives, controls and registers in SAGA database Tdh's local partner's financial reports, offers his/her support to Tdh local partners when requested.
- Coordinate with the external accountant for the monthly payroll and provide final validation for the execution of the salary and tax payments.
- Consults regularly with the accounting office for any tax legislative changes and ensures the compliance with the local legislation.
- Ensure execution of regular contractual payments (rent, telephone, electricity, water).

AUDIT, COMPLIANCE & INTERNAL CONTROL

- Ensures the compliance with all financial, tax reporting and regulatory requirements, ensures internal control and fraud prevention as per national law and Tdh Global policies.
- Ensures the compliance of the delegation's own regulations, financial and administrative processes, support in internal procedures development in collaboration with the MCD Finance Coordinator and Head of Country Office.
- Maintains and shares knowledge with the Head of Country Office and Programme Teams on donors' financial requirements and ensures donor compliance.
- Knows and implements policies on security, child protection and fraud prevention within the department.
- Plans, prepares, accompanies, and tracks donors' financial audits and statutory audits of annual accounts.
- Develops implementation plan and follow-up of internal and external audits recommendations. Update the donor audit tracker tool regularly.
- Perform other duties as required by management related to Tdh finance activities.

YOUR PROFILE

Education / Qualifications: Master's degree in Finance, Accounting, Management.

Experience:

- 5 years of proven relevant professional experience, preferably with an NGO.
- Expertise in working with non-profit organizations and with institutional donors required, such as EU, UN agencies, as well as private donors.
- Very good knowledge of NPO and tax legislation and operations in Greece.
- Strong organizational, planning, prioritizing and administrative skills; ability to self-direct in a fast-paced, multi-task environment, problem-solving skills
- High level of integrity and dependability with a strong sense of urgency and results-orientation;
- Excellent team player; communication, negotiation and conflict resolution skills, flexible world view and emotional maturity
- Ability to uphold high standards and punctuality under pressure.

Languages: Fluent in English and Greek

IT Knowledge: Microsoft Office

Competencies:

Set and understand the legal, administrative, and financial documents.

Ability to track budgets and accountability.

Ability to plan and respect deadlines.

Ability to increase understanding of financial issues within delegations

Ability to prepare, accompany and track financial audits.

TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to grc.recruitment@tdh.org

Please include “Senior Finance Officer, your name and surname” in the subject line of the application email.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

Please note that only short-listed candidates will be contacted for the first interview.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.
