

## **TERMS OF REFERENCE ADMINISTRATION AND FINANCE OFFICER**

Expertise France is looking for an Administration and Finance Officer to support the VET4JOB programme implementation of this programme. Under the direct supervision and management of the Administration and Finance Manager, the Administration and Finance Officer is responsible for managing cash flow, banking transactions, and payment execution, accounting accuracy, budget tracking, and financial data integrity (FFU).

The position will be based in the EF Ankara Office, with occasional travel to the 14 programme provinces where the activities will be implemented.

### **1. THE ROLE**

---

**Type of contract:** Full-time

**Estimated assignment period:** From 15/06/2026 to 01/12/2028

**Location:** Ankara, with occasional travel to other provinces of implementation

**Starting date:** 15 June 2026

**Reports to:** Administration and Finance Manager

### **2. EXPERTISE FRANCE**

Expertise France is France's public agency and interministerial actor in charge of international technical cooperation, the second-largest in Europe. As a subsidiary of Agence Française de Développement Group (AFD Group), it designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Expertise France works in key areas of development: governance, security, climate change, health, education, and more. Alongside its partners, it contributes to achieving the Sustainable Development Goals (SDGs).

### **3. THE PROJECT**

---

Starting March 1<sup>st</sup>, 2024, Expertise France is implementing Phase II of its İMEP/VET4JOB programme, entitled "*Improving the employment prospects for the refugees and host communities by high-quality VET and apprenticeship in Türkiye*", in partnership with EDUSER. Phase II, which will be implemented until 01.12.2028, will be the continuation of the VET4JOB I programme which has been implemented since 01.01.2020.

The İMEP/VET4JOB programme, funded by the Delegation of the European Union to Türkiye, is supporting the development of skills for refugees and host communities in Türkiye, for both adults and adolescents, through high-quality vocational training and apprenticeship training, in line with the needs of the labour market.

The İMEP/VET4JOB programme aims to (i) increase the demand and access of refugee and Turkish youth (14-22) and vulnerable adults to high-quality apprenticeship training, vocational training, and guidance services; (ii) support the fight against child labour; and (iii) increase social cohesion between refugees and host communities.

Overall, the İMEP/VET4JOB Phase II will aim to enhance livelihood opportunities to refugees and communities in Türkiye.

### **4. DESCRIPTION OF THE TASKS**

---

Under the supervision of the Administration and Finance Manager, the Administration and Finance Officer is responsible for following tasks:

- Maintain daily **cash book** (cash inflows/outflows)
  - Prepare the accounting package monthly
  - Prepare BAPs, payment checklist and verify supporting documentation
  - Conduct bank transactions and monthly bank reconciliations
  - Manage advances and expense liquidations
  - Maintain financial filing and documentation systems
  - Support financial reporting exercise if needed,
  - Manage Petty cash
  - Collect and organize supporting documents for payments
  - Monitor cash availability against forecasts
  - Prepare consolidated budgets and financial forecasts for review and approval (FFU, financial reporting for EUD, Turkish fiscal authorities, MoNE report)
  - Review accounting entries and ensure accuracy and compliance with financial procedures,
  - Monitor budget utilization and identify variance analysis
  - Ensure consistency between expenses, contracts, and budget lines
  - Prepare audit and support external and internal audits
  - Check BAPs and ensure correct budget allocation
- Carry out any other tasks as required and assigned by the Administration and Finance Manager

## 5. REQUESTED PROFILE

---

- University degree in Finance, Accounting or Economics
- At least 5 years of experience in a similar position, preferably with international agencies or organisations working in the development/humanitarian sector.
- Experience working on EU-funded programmes would be a strong asset.
- Knowledge of and experience in applying accounting procedures and protocols in budget administration and financial forecasting, analysis and reporting.
- Proficiency with computerized financial systems, such as accounting programs, databases, payment processing, Excel spreadsheets, and payroll services.
- A solid understanding of financial statistics, accounting principles, and financial management principles.
- Fluency in both English and Turkish is required.
- Ability to meet deadlines comfortably.

## 6. APPLICATIONS

---

**Deadline for submission of applications:** 31.05.2026 COB

Applications must be made in English and include:

- **A CV, including 2 references**
- **A cover letter**

## 7. SELECTION PROCESS

---

*The process of selection of expressions of interest will occur in two phases:*

- *First step, a written financial test will be requested, to be completed in a said timeframe.*
- *Second step: Shortlisted candidates based on the results on the test will be invited for an interview.*

Incomplete applications will not be considered.

Only shortlisted applicants will be contacted.