

## TERMS OF REFERENCE ADMINISTRATION AND FINANCE MANAGER

Expertise France is looking for an Administration and Finance Manager to support the VET4JOB programme implementation and lead the administration, finance, and HR aspects of this programme. Under the direct supervision and management of the Deputy Team Leader, the Administration and Finance Manager is responsible for all aspects of the financial management and administration/HR for the programme. The Finance and Administration Manager is expected to provide sound financial advice and effective financial management as well as manage the administrative and HR functions of the programme.

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

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**Type of contract:** Full-time

**Estimated assignment period:** From 01/03/2026 to 01/12/2028

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

**Starting date:** 1 April 2026

**Reports to:** Deputy Team Leader

**Line management of:** Senior Administration and Finance Officer, Admin and Finance Officer and Finance Assistant.

### 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

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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

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Under the supervision of the Deputy Team Leader, the Administration and Finance Manager is responsible for following tasks:

- Plan and coordinate operational (administrative, financial, human resources) procedures and systems and devise ways to streamline processes
- Provide advice and insights on compliance, financial, HR and administrative matters
- Assisting whenever needed the Deputy Team Leader
- Coordinate and organise the work of the admin/fin team
- Line manages of the admin/fin team reviewing its work, providing continued and regular advice, guidance, constructive feedback, and supporting professional development
- Financially
  - Ensure all financial transactions are in line and compliant with the EF financial and administrative guidelines
  - Design and implement financial control mechanisms
  - Establish effective accounting and bookkeeping systems and procedures, and oversee accounting services
  - Monitor costs, expenditures and burn rate of both EF and its implementing partner to ensure timely and reasonable budget management, and to assist in budget planning and forecasting,
  - Establish and implement internal controls, and administrative systems, procedures to ensure that the VET4JOB financial management is in line with approved strategic plans and budgetary allocations
  - Manage the project's bank account and monitor reconciliations, transactions including wire transfers, credit cards, and keeping track of signing authorities
  - Provide advice and guidance to the implementing partners with regards to EF financial procedures and budget management mechanisms
  - Support and contribute to budget revision processes
  - Prepare and review financial reports in line with the reporting requirements
  - Oversee the reception of timely and complete financial reports from implementing partners
  - Undertake quarterly review of documentation from implementing partners and provide financial support and training for partners as required
  - Prepare documents and schedules for annual audits, and liaise with auditors as needed
- Human Resources
  - Oversee administration of human resources (national and local staff), including but not limited to, maintaining personnel files, assisting with recruitments and orientation procedures, purchasing and maintaining adequate health and other insurance policies, etc.
  - Review and verify invoices and HR documents from the wage portage company
  - Contribute to designing policies that promote a healthy work environment
  - Review and verify compensation and benefits plans developed by wage portal company
  - Support managers in discussions related to employees' career development and identification of capacity-building needs and relevant training programs, as required
  - Monitor HR metrics (e.g. turnover rates and cost-per-hire)
- Administratively
  - Responsible for all matters related to the operations and administration of the office
  - Manage office lease to make sure it is current and that amendments are processed as required
  - Maintains office files
  - Ensure the smooth and adequate flow of information within the team to facilitate operations
  - Monitor inventory of office supplies and coordinate with the Procurement and Logistics Manager the purchasing of new materials with attention to budgetary constraints
  - Oversee facilities services and maintenance activities
  - Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Carry out any other tasks as required and assigned by the Deputy Team Leader

## 5. REQUESTED PROFILE

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- University degree in Finance, Accounting or Economics
- At least 10 years of experience in a similar / senior finance management position, preferably with international agencies or organisations working in the development/humanitarian sector.
- Experience working on EU-funded programmes would be a strong asset.
- Experience in preparing for and coordinating financial audits.

- 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.
- Working knowledge of all statutory legislations and regulations in Türkiye
- In-depth understanding of office management procedures and legal policies
- Fluency in both English and Turkish is required.
- Strong leadership capabilities, and ability to manage, guide and lead employees to ensure appropriate financial processes are used.
- Highest demonstrable professional skills on:
  - Coordination
  - Inter-cultural communication;
  - Teamwork
  - Autonomy and initiative
- Excellent organizational and multitasking abilities
- Demonstrated capacity to analyse and think strategically in complex problem-solving, and advanced decision-making and critical-thinking skills.
- Ability to meet deadlines comfortably.

## **6. APPLICATIONS**

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**Deadline for submission of applications: 16.02.2026 COB**

Applications must be made in English and include:

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

## **7. SELECTION PROCESS**

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Incomplete applications will not be considered.

Only shortlisted applicants will be contacted.