

TERMS OF REFERENCE

FINANCE ASSISTANT (MEDICAL LEAVE COVER – 3 MONTHS)

Expertise France (EF) is looking for a Finance Assistant to support the administration, finance, and HR aspects of its VET4JOB programme. The position will be based in the EF Ankara Office, with occasional travel to the 14 project provinces where the activities will be implemented.

1. THE ROLE

Type of contract: Full-time

Estimated assignment period: From 01/08/2025 or ASAP to 31/10/2025

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

Starting date: 01/08/2025

Reports to: Deputy Team Leader

Line management of: Senior Admin and Finance Officer

2. EXPERTISE FRANCE

Expertise France is the French public agency for international cooperation, which implements projects aligned with Sustainable Development Goals (SDGs) and France's external action priorities. Expertise France's core mission is to support partner countries in enhancing the quality of their public policies to tackle complex environmental, social, economic, and security challenges. Key areas of Expertise France's focus include:

- Democratic, economic, and financial governance,
- Stability, international security, and peace,
- Sustainable development, climate, and agriculture, and
- Health and human development.

3. THE PROJECT

The VET4JOB II programme, funded by the European Union Delegation to Türkiye, aims to support skills development for refugees and host communities in Türkiye. The programme provides vocational and apprenticeship training to adults and adolescents in 14 target provinces (Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kocaeli, Konya, Mersin, Osmaniye, and Şanlıurfa) to improve employment prospects in line with labour market demands.

4. DESCRIPTION OF THE TASKS

Under the overall supervision of the Deputy Team Leader, and under the functional management of the Senior Admin and Finance Officer, the Finance Assistant will be responsible for the following duties:

- Supporting the Senior Admin and Finance Officer and the Admin and Finance Officer in establishing and maintaining efficient financial systems to ensure the smooth running of office and field operations
- Recording daily financial transactions in the organisation's information management system
- Verifying and approving invoices and related supporting documents for accuracy and compliance
- Preparing weekly payment lists, submitting them for approval, and processing related bank transactions
- Recording both cash and bank payments promptly in the cashbook
- Archiving all finance in both digital and hard copy formats
- Preparing VAT exemption letters and sharing them with relevant suppliers
- Liaising with field teams on financial matters, including invoice processing, delivery records, and payment follow-up
- Recording project expenditure incurred in Ankara and project provinces, ensuring compliance with financial, administrative, and audit requirements
- Taking minutes of finance-related meetings in both English and Turkish
- Following up on incoming and outgoing correspondence, ensuring proper registration and timely handling
- Performing any other finance or programme-related duties as requested.

5. REQUESTED PROFILE

- University degree (preferably in business administration, finance)
- At least 3 years working experience in a similar position, preferably in international projects
- Experience with EU-funded projects would be a strong asset
- Fluent in Turkish and good command of English
- Strong communication skills
- Excellent attention to details
- Good knowledge of MS office, especially MS Excel
- Ability to manage tight deadlines with good prioritization and time management skills
- Demonstrated ability to work in a multicultural environment.

6. APPLICATIONS

Interested individuals are invited to submit a proposal, which should include the following:

- A CV demonstrating relevant experiences, with at least two references.
- A one-pager cover letter outlining approach, motivation and availability.

7. SELECTION PROCESS

- Incomplete applications will not be considered.
- Only shortlisted applicants will be contacted.