



ANNEX A

Job Description Administrative & Finance Project Officer

To support the efficient and effective functioning of the project, through the provision of high quality administrative, financial and logistic support, performing a variety of administrative duties and translation/interpretation duties including but not limited to:

1. Reception/secretarial responsibilities

- 1.1. Manage the front desk and answering phones
- 1.2. Receive office visitors and callers in a professional manner in line with the project hospitality
- 1.3. Postage to the main office in Ireland and other locations
- 1.4. Log information on calls received, where required and maintain detailed and accurate records.
- 1.5. Reply to general information request with the accurate information
- 1.6. Undertaking other tasks as reasonably assigned by the Project Team Leader and Project Director

2. Project Financial Coordination

- 2.1. Preparation of budgets for events to be financed by the incidentals budget
- 2.2. Preparation of requests for approval of incidental expenditure for project events
- 2.3. Follow up and checkup of all invoices collected and their processing into the worksheets according to the budget classifications
- 2.4. Produce spreadsheets (including data from all timesheets) and reports showing analysis of various costs and information as required.
- 2.5. Prepare the monthly financial reports for the Project Team Leader and Project Director (on man/ days, incidental and overhead expenditure).
- 2.6. Timely preparation of documents necessary for payment to service providers
- 2.7. Undertaking other tasks as reasonably assigned by the Project Team Leader and Project Director

3. Project Implementation & Administration responsibilities

- 3.1 Preparation of requests for approval of experts
- 3.2 Preparation of draft contracts (based on template) for experts
- 3.3 Documentation filing, archiving, maintenance, preparation and distribution
- 3.4 Timely planning of events with Team leader and Key experts
- 3.5 Making sure that the experts prepare the individual field trip reports, as a proof of their activities outside of main office
- 3.6 Project events' agendas and invitation letters preparation
- 3.7 Edit documents and write correspondence
- 3.8 Maintenance and distribution of calendar of events
- 3.9 Take minutes at meetings
- 3.10 Accompany the Team Leader and occasionally KEs at meetings if needed
- 3.11 Respond to staff requests for administrative support as needed
- 3.12 Timely collection of the Timesheets from experts on a last day of the each month
- 3.13 Undertaking other tasks as reasonably assigned by the Project Team Leader and Project Director

4. Project Logistic Assistance

- 4.1 Organization and follow up of smooth execution of workshops/seminars/training
 - 4.1.1. ensure all invitation letters are prepared and sent
 - 4.1.2. ensure all confirmation letters are received and filed
 - 4.1.3. hotel arrangements finalized including setting up of working premises as well as taking care of breaks and meals in compliance with & upon obtaining the EU Approval of the incidental budget use for events;
 - 4.1.4. prepare workshop/seminar/training materials as requested by the project team members as well as all necessary materials/stationary/equipment in compliance with approved /available budget
 - 4.1.5. Ensuring that experts (authors of the training material) have prepared all their material in a way to meet the relevant project policies
- 4.2 Arranging meetings with necessary logistic support
- 4.3 Travel to attend workshops/seminars/trainings in order to administratively support remote training events
- 4.3 Undertaking other tasks as reasonably assigned by the Project Team Leader