**Terms of reference**

**Financial officer**

**Responsible to:** Executive Director

**Job summary:** Responsible for financial aspects of project implementation in cooperation with the CEO

**Main duties:**

* Facilitates the EOM's finances;
* Preparing contracts;
* Preparing procurement;
* Preparing financial reports;
* Developing financial plan;
* Archiving and storing of all financial documents related to the mission

**Requirements:**

**Basic requirements:**

* The applicant must meet two out of three mentioned requirements in order to be considered for an interview.
* BA. Preference shall be given to graduates in Economy, Finances, Business administration, Social Science, Political Science, Law or Data analysis.
* High proficiency in Excel
* Excellent computer skills, in particular using accounting software
* Knowledge of financial and procurement procedures of the country of registration.

**Other requirements:**

* Fluent knowledge of English language
* Ability to make decisions independently and work under pressure;
* Ability to work with irregular working hours.
* Ability to produce and maintain spreadsheets
* Preferred but not obligatory:
* Knowledge of the language of the host country
* Experience of work in the host country
* A reference list with two contacts which may confirm necessary election-monitoring experience may be asked to be delivered.