

## Overview

---

Women for Women's Human Rights – NEW WAYS (WWHR) is currently seeking a full-time **Finance and Administrative Manager**.

**Deadline for Applications:** February 8, 2013

**Position Available:** Immediately

**Location:** Beyoğlu, Istanbul

To apply, please send your curriculum vitae via e-mail to [newways@wwhr.org](mailto:newways@wwhr.org)

## About Us

---

WWHR is an independent women's non-governmental organization (NGO) that aims to promote women's human rights, equality and non-discrimination in Turkey and on the international level. Please visit [www.wwhr.org](http://www.wwhr.org) for further information.

## Responsibilities

---

The finance and administrative manager will be responsible for the strategic financial management and leadership, coordination of all accounting and financing procedures in cooperation with the staff and the Board, and manage all grant and association related procedures.

- Ensure that all financial and administrative procedures are in compliance with the legislation by a) reporting and submitting annual statements, notifications, etc. to the Department of Associations b) preparing and keeping the records of member book, inventory of fixtures, etc.
- Prepare, track, manage and control budgets for various programmes and projects
- Provide guidelines and consolidate the final financial plans and budgets
- Analyze and manage overall financial risks, provide recommendations to staff and Board
- Manage purchasing procedures (requests for quotations, tenders, etc.)
- Manage and control payments and payment related procedures
- Oversee and follow-up all tax related issues with external accountant
- Oversee filing of all accounting and finance related documents
- Prepare and coordinate accurate and timely grant reports
- Communicate with funding agencies on financial issues
- Prepare for the internal and external audits
- Undertake and follow-up the necessary duties regarding human resources
- Manage the office, purchase office supplies and meet basic needs; follow up with maintenance and repairs
- Manage capacity building of all staff to ensure coherence in financial practice and accountability
- Contribute to the events of WWHR activities

## Qualifications

---

- Sensibility to gender equality and women's issues
- University degree in preferably Accounting/ Finance/Economics
- Minimum 5 years of finance management experience. Previous work experience with an NGO is highly desirable
- Excellent command of English and Turkish is a must
- Good level of grant accounting
- Advanced knowledge of MS Office and familiarity with an accounting software are required
- Proven ability to work independently and take initiative
- Proven ability to manage multiple responsibilities simultaneously and meet deadlines
- Excellent quantitative and analytical skills
- Strong inter-personal, communication and team-working skills
- Strong planning, coordination and reporting skills

**Please note that only short-listed candidates will be contacted.**