



JOB TITLE: Admin and Finance Officer

LOCATION: Office-Based (flexibility for hybrid work arrangements)

REPORTING TO: Director of Strategic Planning and Operations

Direct external reports: IT support agency

HOURS: Full-time

SUMMARY

The Admin and Finance Officer plays a key role in supporting the administrative and financial operations of the World Human Forum. This position involves managing daily office tasks, handling incoming communications, processing payments, ensuring accurate and timely preparation of financial documentation, managing procurement processes, ensuring CRM functionality and data accuracy, providing logistical support to the Board for external meetings and travel, and coordinating office and program volunteers. The role requires a detail-oriented, organized professional skilled in administration, finance, procurement, cultural production and correspondence.

KEY RESPONSIBILITIES

Administration

- Manage incoming correspondence, including emails directed to info@worldhumanforum.earth, distributing as necessary to relevant team members.
- Handle general office duties such as drafting letters, responding to emails, and maintaining filing systems.
- Execute administrative aspects of volunteer coordination, including managing contracts, maintaining records, and addressing logistical needs.
- Support executional HR tasks such as maintaining employee records, tracking leave requests, and coordinating onboarding processes, excluding payroll and salary management.
- Serve as a point of contact for forwarding relevant requests to IT support.
- Provide administrative support for internal meetings, including scheduling, preparing agendas, and taking minutes as needed.

Finance

- Conduct and record bank transfers, payments, and other financial transactions promptly and accurately.
- Collect, organize, and verify financial documentation, including invoices, receipts, contracts, and expense reports.
- Prepare financial documents for review and submission to the external Accountant, ensuring accuracy and compliance with organizational policies.
- Assist in tracking project expenses and preparing periodic financial reports.

- Support the preparation of financial reports for sponsors and EU-funded projects, ensuring alignment with funding requirements and deadlines under the guidance of the Director of Strategic Planning and Operations.
- Assist in monitoring financial reporting obligations by tracking deadlines and gathering required documentation for timely submission.

Program Production and Implementation

- Support the Director of Strategic Planning and Operations on the implementation of programs and initiatives that align with the World Human Forum's mission and strategic goals.
- Support the Director of Operations and Programs with the Events and Production Agency to plan and execute organizational events, ensuring alignment with objectives, timelines, and budgets.

Procurement

- Under the guidance of the Director of Strategic Planning and Operations, manage procurement processes, including obtaining offers, comparing supplier quotes, and selecting vendors.
- Ensure compliance with procurement policies and maintain detailed records of procurement activities.
- Establish and maintain relationships with suppliers to support operational and programmatic needs.

CRM Management

- Ensure the functionality of the organisation's CRM system to support effective stakeholder management.
- Update and maintain accurate records of stakeholders, partners, and donors in the CRM.
- Support team members in utilising the CRM for communications and reporting purposes.

Board Support for External Meetings and Travel

- Arrange logistics for Board members' external meetings, including scheduling, coordinating locations, and preparing necessary materials.
- Organize travel arrangements for Board members, including booking flights, accommodations, and transportation as required.
- Maintain organized records of Board travel and meeting details to support planning and follow-up.

Documentation and Compliance

- Maintain accurate records of all financial, administrative, and procurement transactions.
- Support compliance with legal and regulatory requirements through accurate and organized record-keeping.

- Assist with data collection for audits, annual reports, and other organizational reporting needs.
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QUALIFICATIONS

- Bachelor's degree in Business Administration, Accounting, or related to cultural field.
 - Experience in administrative, finance, or procurement roles, preferably in a nonprofit or international cultural organization setting.
 - Experience in the planning, production and implementation of events and activities relating to education, music, dance and performing arts.
 - Fluency in both English and Greek.
 - Proficiency with office software, including MS Office, financial management systems, and CRM platforms.
 - Excellent organizational skills and attention to detail.
 - Strong communication skills, with the ability to correspond professionally via email and phone.
 - Basic knowledge of financial practices, accounting principles, and procurement policies.
 - Ability to work independently and manage time effectively.
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PERSONAL ATTRIBUTES

- High level of integrity and professionalism.
- Proactive, with a strong sense of responsibility.
- Adaptability and ability to work in a dynamic environment.
- Commitment to the mission and values of the World Human Forum.