

Job title: Project Finance and Administration Officer

Location: IPC SU Campus Office, Tuzla - Istanbul

Description of the Work: Project Finance and Administration Officer will work with IPC Finance and Administrative Affairs Coordinator to support IPC team and Project Coordinators, in all budgetary and financial reporting aspects of a designated project. In this role she/he will be responsible for timely coordination of overall project budget and will be accountable for project financial planning and budget management. In addition, she/he will monitor financial and administrative coordination of subsequent project and contracts with third parties under this project for ensuring compliance with rules stated on grant contracts.

Duties and Responsibilities

Financial

- Assist and inform project teams on budget adjustments, information on eligibility of costs,
- Follow up the financial implementation of project activities, check cost statements,
- Assist Project Coordinators in the formal aspects of the preparation of annual and quarterly reports (financial),
- Collect, verify and process all financial and legal documents required from project team, partners, beneficiaries, service providers,
- Initiate, follow up and finalize Sabanci University's internal process for grant contracts along with grant regulations,
- Control and submit financial information and documentation requested by the project team, IPC partner institutions or service providers,
- Initiate and follow up payment processes along Sabanci University's and grant regulations,
- Ensure compliance with all general contract conditions and finance procedures,
- Keep project expense reports updated and inform project coordinators accordingly,
- Prepare and submit interim and final financial reports on time along rules stated on grant contracts,
- Create and maintain an archive of project documents and communications on financial matters,
- Assist project coordinators on budget drafting during grant applications,
- Liaise with IPC Finance and Administrative Affairs Coordinator, Project Coordinators and team on all financial issues,
- Assist in preparation of internal reports and reports to funders to support team's monitoring and evaluation activities.

Administrative

- Proactively engages IPC team and Project Coordinators to support and assist for successful implementation of the activities of IPC,
- Ensure timely closure of contracts and all administrative commitments,
- Lead on administration duties when it is needed by IPC Finance and Administrative Affairs Coordinator, including but not limited to: organising external events, workshops, and conferences, team meetings, travel inquiries,
- Ensures that administrative tasks are completed in a satisfactory and thorough manner with great precision and accuracy,
- Follows-through on projects/tasks to ensure their timely completion, without the need for reminders or significant oversight from IPC Finance and Administrative Affairs Coordinator and Project Coordinators.

Candidate's Requirements

- Relevant work experience in financial and administration coordination at a think-tank,
- Excellent written and verbal English skills,
- Excellent administrative and computer (Office) skills, proven ability to work well under pressure, take initiative and be a creative problem solver,
- Discrete, tactful and diplomatic in team relations and communications,
- Appreciates vital role of administrative tasks,
- Ability to work both in a team and independently under minimum supervision,
- Highly organised with ability to prioritize tasks, work independently and remotely, and to actively generate and implement ideas for project and office improvement,
- Ability to meet deadlines; accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions,
- Turkish citizen,
- Demonstrated interest in the mission and values of Istanbul Policy Center.

Salary: Commensurate with experience

Term of services: 12 months, due to renewal

Only shortlisted candidates will be contacted for interview.

Interviews will take place on a rolling basis till the position is filled.

If you are interested please e-mail a short cover letter and CV to ipcadmin@sabanciuniv.edu until **May 18, 2018**.