**Finance Coordinator (based in Ankara)**

**Ref: FC – Ank**

**Required Qualifications**

* University degree in Accounting, Finance, Business Administration, Economics or equivalent
* At least 4 years working experience in accounting or financial analysis, preferably in foreign companies
* Strong experience in EU-funded projects
* Strong analytical thinking about financial processes
* Dealing with income, expenditure, cash flows and contracts
* Evidence of creating basic systems to monitor and report financial data
* Financial accounting skills, good knowledge of Turkish accountancy and tax legislation as well as EU procurement and accountancy rules
* Fluent in Turkish and English with strong written skills
* Good knowledge of MS office
* Knowledge of SAP will be an asset

**Responsibilities**

* Monitoring and reporting project expenditure incurred in base of operations (Ankara) and in other pilot provinces
* Monthly reconciliation of project expenditure
* Preparation of interim financial reports and invoices with supporting documentation
* Liaising with the Auditor regarding Expenditure Verification
* Managing financial risks together with the Project Director and the Account Manager
* Supporting the relevant procurement process with the supervision of the Project Manager and the Project Coordinator