



# SPRACHE. KULTUR. DEUTSCHLAND.

## ARE YOU LOOKING FOR AN OPPORTUNITY IN THE CONTEXT OF INTERNATIONAL CULTURAL COOPERATION?

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with global outreach. We promote knowledge of the German language abroad and foster international cultural co-operation. We convey a comprehensive picture of Germany by providing information on Germany's cultural, social and political life. We are committed to promoting a diverse and inclusive community.

The Goethe-Institut Cyprus, is responsible for the management of the EU Scholarship Programme for the Turkish-Cypriot community since June 2022. Since 2007, the EU has granted scholarships to approximately 2300 Turkish-Cypriots to study or train in the European Union. For this programme we are seeking to hire

### FINANCE AND ADMINISTRATIVE ASSISTANT - EU SCHOLARSHIP PROGRAMME FOR THE TURKISH-CYPRIOT COMMUNITY

This is a **part time (30%)** position with the start date of 1<sup>st</sup> October 2024. The project office is located in the northern part of Nicosia Cyprus, and the Finance and Administrative Assistant should be able to cross the Green Line to perform this role efficiently.

## OVERVIEW OF THE ROLE

The Finance and Administrative Assistant supports the Programme Management Team with financial and logistical requirements for programme delivery. S/he will be responsible for carrying out logistical requirements of the Programme, contract-related bookkeeping, , invoice preparation for processing of payments, , as well as other accounting and logistical support as required. S/he will also support the Programme Management Team in the management of events logistics and smooth running of the office.

## MAIN RESPONSIBILITIES

- Carry out contract related bookkeeping and maintain accurate bank records of payments;
- Work with the Goethe Institut Nicosia's Finance and Administrative Manager to prepare and process all accounting transactions including preparation and processing of payments through Goethe Institut's accounting and financial control system;
- Provide administrative, logistical, and procurement support to the team as well as monitoring of all contracts based on EU's and Goethe Institut's relevant Rules and Regulations, including payment to vendors, logistical arrangements, and ongoing operations;

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- Ensure proper function of archive and documentation system as well as maintenance of premises and up to date register of inventory;

## **REQUIRED SKILLS AND QUALIFICATIONS**

- Higher education degree relevant to the position (accounting, finance and business administration, or a related degree);
- Minimum 2 years work experience in accounting, administration, finance or a closely related field;
- Native Turkish (speaking/writing); fluent English (speaking/writing); knowledge of German is a plus;
- Strong communicator, takes initiative and works well independently and with a team;
- Being an EU Scholarship Alumni is a plus.
- Strong social and intercultural skills

## **ROLE SPECIFIC KNOWLEDGE AND SKILLS**

- Strong organisational skills;
- Excellent excel and Microsoft office skills, especially for functions relevant to accounting;
- Ability to effectively manage numerous and varying tasks simultaneously with exceptional attention to detail in a dynamic work environment;
- Keen awareness of sensitive nature of work and the need for confidentiality;
- Experience in supporting the financial management and reporting of an EU-funded project is a plus;

## **WE OFFER:**

- An attractive remuneration package
- Flexible working hours, possibility to work remotely on occasion
- A dynamic and motivated work environment

## **CONTRACT DURATION:**

12 months

The Goethe-Institut is an equal opportunities employer and supports inclusion. Disabled applicants who meet the essential criteria, will be treated with preference.

Please submit your application (CV and cover letter) in English, highlighting how your skills and experience meet the role profile. Applications are accepted until 15.09.2024 to [bewerbungen-nikosia@goethe.de](mailto:bewerbungen-nikosia@goethe.de)