

Call for Financial and Operations Officer

Job opening: The Home for Cooperation in Nicosia invites applications for a Financial and Operations Officer - Greek and English speaking

Interested applicants need to submit their CV along with a Letter of Interest at contact@home4cooperation.info

Background: The Home for Cooperation is a non-profit, non-governmental organization operating from the buffer zone in Nicosia, Cyprus. It envisions a better Cyprus, characterized by peace, built upon the values of diversity, respect, equality, human dignity and democratic participation. As an in-between space within the buffer zone, the Home acts as a bridge builder between the people of the island, giving agency to members of the public to contribute to everyday bottom-up reconciliation efforts in their own way. Additionally, the Home actively creates opportunities for intercommunal co-creation, collaboration and exchange through its cultural and artistic projects.

Position: The Home for Cooperation is seeking a Financial and Operations Officer to support the financial and operational management of its projects and services. The successful candidate will collaborate closely with the Executive Manager to develop the organization's overall Financial Plan, ensuring that all financial processes align with H4C's commitment to social and financial sustainability. They will also oversee the organization and maintenance of bookkeeping records and ensure the timely submission of all financial reports. More broadly, they will work alongside the Executive Manager to facilitate the smooth and efficient daily operations of the office.

More specifically, the Financial and Operations Officer

- Oversee the day-to-day operations of the Home for Cooperation.
- Manage all financial activities and bookkeeping for both the Home for Cooperation and The Home Café, including issuing invoices and executing payments.
- Contribute to the development of operational documents, procedures, and templates, and train staff in their proper use.
- Collaborate with Project Officers to gather, organize, and archive project documentation, and provide support and guidance on project financial management.
- Assist the Executive Manager in preparing annual budget forecasts and quarterly reports.
- Conduct research on tools and mechanisms that support financial sustainability and contribute to the financial components of proposal development.

Required qualifications and competencies

- Master's degree in a relevant field with at least 2 years of relevant experience, or a Bachelor's degree with at least 3 years of relevant experience, preferably within the NGO sector.
- Strong expertise and experience in preparing financial reports and providing administrative and logistical support for projects.
- Excellent accounting and bookkeeping skills.
- Knowledge of Republic of Cyprus tax regulations (e.g., VAT, payroll taxes).
- Strong computer literacy, especially in MS Office.
- Ability to manage multiple tasks efficiently.
- Proactive and creative problem-solving skills.
- Strong interpersonal skills and ability to work effectively within a team.
- Proven ability to adapt plans, prioritize tasks, and meet deadlines.
- Fluency in written and spoken Greek and English.
- Demonstrated ability to work across both communities and engage effectively on both sides of the divide.