



Reconnect . Rebuild . Recover

Amna (previously known as Refugee Trauma Initiative)

Job title: Finance & Admin Assistant	
Team: Operations	Location: Thessaloniki
Contract Length: 6 months (with a view to extending)	

Background:

Founded in 2016, Amna is committed to supporting community and frontline workers to bring non-clinical mental health support to every child and family affected by violence and displacement. Our mission is to help communities heal from violence and displacement. Our vision is a world where a caring mental health worker is within reach of anyone affected by trauma. After five years of delivering direct services for families, young children, young people and men and women in Greece, Amna is now replicating its model to train frontline workers and support local organisations in additional countries and communities.

Applications are strongly encouraged from people with lived experience as refugees or with second-generation experience.

Safeguarding:

The role-holder will have experience working according to ethical and good practice safeguarding principles. They will be expected to adhere to and promote Amna’s Child and Vulnerable Adult Safeguarding Policies as they will be involved and responsible for programmes working with children and vulnerable groups in different settings.

Role purpose:

The Finance/Admin Assistant will work closely with the Operations team to ensure the delivery of an efficient and joined up finance and administration service to Amna staff, contractors, suppliers, freelance workers and visitors in line with the Finance and Administration deliverables.

The Finance Assistant will typically report to Finance Manager.

Responsibilities include:

Accounting support:

Supporting the Finance Manager with month end financial reporting, preparing account reconciliations, accruals and pre- payment analysis including:

- Oversee and maintain the paperless inbox and paperless drive
- Distribute invoices in the paperless format for approval and authorisation
- Maintain hard copies filing system and liaise with external accountant
- Upload invoices onto the accounting system
- Recording and coding petty cash expenditure
- Reconciling the petty cash float and preparing postings to the finance system

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- Manage, record and submit expenses for the senior management

Finance management support:

- Assist with budget preparation
- Support monthly payroll and keep organized records
- Obtain approvals from management on all procurements and purchases for the projects and for the organisation
- Ensure compliance with Greek government Tax Law and tax reporting.

Administration support:

- Making travel arrangements, such as booking flights, cars, and making hotel reservations.
- Assist with inventory reporting for all Amna assets
- Administration and logistic arrangement for programmatic training
- Plan meeting and take notes when required
- Order office supplies and research new deals and suppliers
- Organize, maintain and tidy the office area and equipment
- Developing methods of dealing with the challenges faced with in the course of carrying out daily activities.
- Communicate with the communication lead and other interested parties to announce new programme events and provide digital materials
- Help to support operations team when needed
- Manage, record and submit expenses for the senior management
- Support the Finance Manager and senior managers with projects and tasks when required

Other:

- Internal and external audit support.
- Identify problems and develop solutions for best financial practice
- Take an active role in their continuing professional development, identifying relevant training and professional development opportunities.
- Any other tasks assigned by the supervisor.

Qualifications and Experience:

- High numerical interest and ability.
- IT literate with a good working knowledge of Microsoft Excel and Outlook.
- Experience of working in an office environment, ideally including some financial processing.
- Ability to work quickly, methodically, accurately, independently and to use initiative to problem solve proactively.
- Methodical and organised with high attention to detail and accuracy.
- Excellent time management skills and the ability to work under pressure to meet deadlines.
- Ability to work with tact, diplomacy and complete confidentiality.
- Excellent team working skills.
- Good communication skills in Greek and English, both written and verbal, and ability to deal with a wide range of people at all levels.
- Enthusiastic with a desire to learn and develop.

Skills and Behaviors:

- Applicants must be eligible to work in Greece immediately.

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- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external stakeholders.
- Flexible approach and ability to adapt to change in a growing organization.
- Culturally sensitive and ability to adapt easily.
- Able to work dynamically and respond quickly and appropriately to unexpected needs.
- Able to take responsibility for assigned tasks and to respect processes and confidentiality.
- Capacity to solve problems, to transfer knowledge and to develop new skills.

Benefits:

- Amna offers Psychological Support Fund for its employees and are eligible to apply after the end of the probation period.
- Amna offers reflective supervision to all employees.

How to Apply:

Please send your CV and motivation letter to dea@amna.org by 20th June 2022.

For more information on Amna's work please visit our website: www.amna.org

Successful candidates may be contacted while the application process is still ongoing.

Only Shortlisted candidates will be contacted.