

Terms of Reference

Administrative and Finance Officer

Background

[Election-Watch.EU](https://wahlbeobachtung.org) (wahlbeobachtung.org) is an independent, civil society organisation (CSO) recognised as a key player in both international and citizen-based election observation across Europe. Established as a non-profit association (gemeinnütziger Verein) under Austrian law, Election-Watch.EU operates at the EU level, through a wide network of experts and partner organisations.

Its mission is to enhance the integrity, inclusivity, transparency, and equality of electoral processes, while advancing fundamental European values. Election-Watch.EU conducted Election Assessment Missions (EAM) across all 27 EU Member States during the 2019 and 2024 European Parliament (EP) elections, and coordinated the SEEEDS - Supporting Engagement in European Elections and Democratic Societies project ahead of the 2024 EP elections.

Election-Watch.EU, in partnership with its network of experts and organisations, is implementing an EU-funded project within the EU and its Member States to strengthen electoral integrity, advocate for citizen-led election observation, and enhance participation of mobile EU citizens. A Project Implementation Team (PIT) coordinates all activities, including project management, research, advocacy, gender and inclusion, and communications.

To support sound financial management and effective project administration, Election-Watch.EU seeks to recruit a part-time Administrative and Finance Officer (AFO) working remotely.

Position Overview

The AFO will ensure compliance with financial, administrative, and reporting requirements of the project in accordance with EU and Austrian regulations, and in line with European Commission's Citizens, Equality, Rights and Values (CERV) project communication and visibility guidelines. The role covers day-to-day financial management, accounting, procurement, and administrative coordination. The position is part-time and remote, supporting the Project Implementation Team primarily online.

Duties and Responsibilities

1) Financial Management and Compliance

- Manage project financial operations in line with EU regulations, eligibility criteria, and internal control procedures
- Maintain accurate and up-to-date financial records
- Prepare interim and final financial reports and support audits as required
- Handle payment processing, accounting entries, and documentation
- Oversee procurement in line with EU and internal guidelines
- Ensure compliance with Austrian association law (Vereinsgesetz) and related financial reporting obligations
- Promote transparency and accountability across all financial operations

2) Administrative Support

- Maintain and update contracts, invoices, and administrative documentation
- Support project logistics, procurement documentation, and filing systems

- Assist with human resources and payroll administration where applicable
- Coordinate with partners and suppliers on administrative matters
- Contribute to internal monitoring and evaluation by providing administrative and financial data.

3) **Coordination and Support**

- Work closely with the Project Manager and PIT to ensure smooth project implementation
- Ensure coherence between administrative, financial, and programmatic processes.
- Support compliance with the CERV programme's administrative and visibility requirements.

Qualifications and Experience

- University degree in finance, accounting, business administration, or related field (or equivalent professional experience)
- Minimum three years of relevant experience in financial and administrative management, preferably within NGOs, EU-funded projects, or international organisations
- Strong knowledge of EU financial regulations, eligibility rules, and reporting requirements
- Demonstrated ability to manage accounting and control systems; proficiency in accounting software, resource planning tools, and MS Office applications
- Knowledge of Austrian association legislation and related administrative processes is an asset
- Excellent command of English; knowledge of other EU languages, especially German is an advantage
- Strong organisational and problem-solving skills, ability to work autonomously in decentralised teams, and attention to detail
- Commitment to [the Code of Conduct for International Election Observers](#) accompanying the Declaration of Principles for International Election Observation (DoP)

Duration and Reporting

The position is a temporary, part-time consultancy contract carried out remotely. The AFO will work approximately 10 to 20 hours per week, with flexible scheduling.

The contract is linked to the project implementation period starting in January 2026, initially for 12 months, with possible renewal based on performance and funding.

The AFO will report directly to the Project Manager and work closely with the Project Implementation Team (PIT).

Application Procedure

Interested candidates are invited to submit:

- 1) a CV
- 2) a cover letter highlighting relevant experience, and
- 3) at least one sample of financial or administrative reporting they have prepared

Applications should be submitted by 30 November 2025 to office@election-watch.eu.