



# Thomson Media

Thomson Media gGmbH  
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## Terms of Reference

### Position: Projects & finance officer

#### 1. Background

Thomson Media gGmbH aims at increasing the professional skills of journalists and media managers and supporting the production of audiovisual and online material thus contributing to the development of independent media around the world. This has been achieved through series of capacity building, production and networking activities as well as consultancy and strategic advice.

#### 2. Logistics and timing

The projects and finance officer will work at Thomson Media's office in Berlin on a full time basis for a 12-month period, subject to renewal upon review of project needs and performance.

#### 3. Professional Requirements

In order to be eligible for the position of projects and finance officer the candidate should be able to demonstrate the following:

##### Qualifications and skills

- Relevant university or equivalent degree;
- Familiarity with projects funded by German donors (Foreign Office, BMZ, GIZ) and the EU and their administration;
- Excellent communication and coordination skills;
- Excellent time management skills and able to organise workload independently
- Fluency in English;
- Good knowledge of other languages is an asset;

##### Description of the Work

Working under the oversight of the development and project manager the projects and finance officer will be responsible for:

- Gathering, filing, and shortlisting for eligibility CVs of applicants for participating in trainings
- Liaising and following up with participants of project activities and exchanges regarding admin and financial documentation and reporting;
- Liaise with project manager for budgetary overview, activity organisation, follow up and collection of admin and financial documentation;
- Following up with the experts contracted on financial and project reporting;
- Providing support for travel and visa arrangements to experts and trainers;
- Providing support for event organisation in terms of logistics, budget control and administrative and financial documentation;

- Providing support to the finance team in gathering, copying and archiving of receipts, invoices etc.;
- Providing support for the reporting process – editing, layout, printing etc.;
- Taking minutes at meetings and distributing information to keep team members informed;
- Creating activity related templates, forms and infographics;
- Assisting in updating and operating the backend of project websites;
- Review and editing of project documents;
- Organising and maintaining archives and databases;
- Other project management and secretarial tasks as assigned by the project/ development manager and the project team;
- Support in the selection of experts and checking their availabilities;
- Support in preparing and sending requests for approval to donors and keep track of donor replies;
- Inform project partners of donor approval of requests for approval and requests for mobilisations;
- Assist in preparing activity budgets, activity documents and visibility items;
- Support experts and trainers with inviting speakers to workshops or other events (round tables etc.);
- Support for financial reporting: Numbering receipts, get all supporting documents, drafting and collecting timesheets etc.;
- Support with preparing contracts for experts and trainers.

