

Financial Aid Officer

The Financial Aid Officer will provide financial and administrative support in the Admissions Office. Under the general direction and supervision of Head of the Department, the post holder will be responsible all financial aid related matters.

This post holder will also be responsible for the financial aspects of EU & Research Programmes and will be the liaison between the EU Projects Office and the Finance Department of the University.

Duties & Responsibilities

Admissions Office

- Advise current or prospective students on specific financial options and scholarships.
- Responsible for providing information regarding all the procedures and requirements of a financial aid program.
- Review and process all Financial Aid applications.
- Responsible for communicating information on Student Support Packages and other government subsidies.
- Manage all the scholarships, funds or programs and prepare reports for the students and faculty.

EU Programmes & Research Office

- Assist the Project officers in the formal aspects of the preparation of a call for proposals/tender dossier.
- Collect, verify and process all financial and legal documents required from beneficiaries.
- Assist Project officers in the financial negotiation with beneficiaries (budget adjustments, information on eligibility of costs, etc.).
- Prepare the contract/grant agreement/amendment with the selected beneficiaries and create corresponding commitments.
- Follow up the financial implementation of projects, check cost statements;
- Prepare payments and recovery orders ensuring that they are financially and procedurally correct, that is, in conformity with the contract and the regulations.
- Assist in the preparation of time sheets consistent with the regulations of each EU programme.
- Liaise with beneficiaries on all financial issues.
- Perform any other administrative duties assigned to him/her from time to time.

Selection Criteria***Essential Criteria***

- University degree or equivalent in Accounting.
- Excellent knowledge of Greek and English.
- Computer literacy (email, internet usage and Microsoft office).
- Excellent administrative and organisational skills.
- Previous experience in a relevant position.
- Ability to work under pressure and meet strict deadlines.
- Ability to implement, review and coordinate efficient administrative procedures.
- Willingness to devote time necessary to accomplish tasks.

Desirable Criteria

- A master's degree in a related field.
 - Previous professional experience in the field of EU finances.
 - Knowledge of the EU Financial Regulation.
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How to apply

If you consider that you meet the selection criteria, please send your application at hrd@nup.ac.cy. Applications must consist of the following:

- Application form ([download here](#))
- A curriculum Vitae
- A covering letter

All applications must be received by the closing date, 28/02/2015.