

Position Description	
Job Title	Administrator
Location	Nicosia Central Office
Reports To	Executive Manager

Organization Description

Caritas Cyprus is a non-governmental, charitable organization dedicated to helping those in need. It is part of the global Caritas Internationalis confederation that works in over 200 countries and territories to build a better world especially for the poor and oppressed. It relies on private donations to provide humanitarian, administrative and other support to vulnerable people in Cyprus, including migrants, asylum seekers and refugees.

Job Description

The **Administrator** works in the organization's central office in Nicosia. S/he manages daily organizational operations, coordinates resources and executes support tasks to ensure smooth workflows, proper record-keeping, and compliance with organization wide policies. The Administrator performs (1) bookkeeping and basic accounting, (2) office administration and coordination, (3) human resources and volunteer administration, (4) procurement, inventory and asset management, and (5) program and organizational support.

Areas of Responsibility

1. **Bookkeeping and Financial Administration**
Perform bookkeeping and basic accounting functions including preparing payment requests, maintaining financial records, recording transactions, managing petty cash, assisting with payroll administration, and supporting bank reconciliations and financial reporting.
2. **Office Administration and Coordination**
Manage day-to-day administrative operations of the office, maintain records and filing systems, coordinate meetings and events, support visitors and volunteers, and provide administrative assistance to the Executive Manager and Board as required.
3. **Volunteer and Human Resources Support**
Maintain volunteer, staff, and safeguarding records; assist with volunteer coordination and onboarding; maintain calendars, leave records, and timesheets; and support general human resource administration.
4. **Procurement, Inventory, and Asset Management**
Support procurement processes, maintain inventory and asset registers, oversee office supplies and equipment, coordinate maintenance and repairs, and ensure proper documentation of purchases and inventory movements.
5. **Program and Organizational Support**
Provide bird's-eye administrative and logistical support to Caritas Cyprus programs, parishes, and activities; *in exceptional circumstances*, provide back-up support to other core functions to contribute to the effective functioning of the organization's services to vulnerable people.

Qualifications

- Degree in business administration or a related field, and minimum of ten years of work experience with at least 5 in a not-for-profit setting
- Excellent English and Greek language skills
- Proficiency with MS Office Suite including Outlook, Word, and especially Excel.
- Proficiency in bookkeeping and basic accounting.

- Effective time management, organizational skills and ability to prioritize work
- Excellent attention to detail, deadlines, accuracy, and quality

Working Conditions

This position is full-time (40 hours/week). Exact working hours are to be agreed upon hiring.

Salary

€1,800 – 2,200 / month gross depending on experience.

Direct Reports

None.

Our Commitment to Safeguarding

Caritas Cyprus is committed to safeguarding and utilizes a robust system of screening and background checks of all new Board Members, staff and affiliates. This includes reference checks as part of the safe recruitment system designed by Caritas Internationalis. The system details each component of recruitment and how safeguarding is mainstreamed throughout including by: analysing safeguarding responsibilities, incorporating the code of conduct, interviewing with these in mind, checking references thoroughly, and obtaining ID and police certificates. In addition, selected candidates are required to sign a self-declaration and code of conduct, and complete safeguarding training.

To apply, please send your CV and cover letter to admin@caritascyprus.org.

Applications will be considered on a rolling basis beginning July 20, 2026 until the position is filled.