

EBRD's BUSINESS CLINICS PROGRAMME FOR THE REPUBLIC OF CYPRUS

Call for interest from coaches with expertise in: FINANCIAL PLANNING AND USE OF NATIONAL AND EU PROGRAMMES FOR VIABLE EARLY STAGE ENTERPRISES

European Bank for Reconstruction and Development (EBRD) [Business Clinics Programme](#), launched in Nicosia, Cyprus on 10/06/2019, offers up to 32 free hours of individual coaching sessions by local or international experts, to a number of approved early stage Cypriot businesses. Coaching services should be delivered between 01/09/2019 and 30/11/2019. The objective of the Programme is to assist the founder/manager of each new business (coachee) to achieve sustainable growth and viability of their company.

GrantXpert Consulting Ltd, which has been selected by the EBRD as Project Manager of the above Programme, shall, in close collaboration with the EBRD, carefully select and appoint the appropriate coach to each coachee, taking into account the priority needs of the coachee's new business.

Eligible coaches/consultants, with specialisation and experience in **Financial Planning and Facilitation of Access to Grants from national and EU Programmes for early stage enterprises**, are invited to submit their applications.

Main Responsibilities shall include:

- Strengthen the financial literacy of the coachees, by assisting them (a) to better understand the financial performance of their business and (b) to make better and more informed business and financial decisions, in line with their financial goals and strategies.
- Assist the coachees to understand the recent and present financial position of their company, by analyzing the 3 basic financial statements of their business, namely the balance sheet, the profit and loss statement and the cash-flow statement, in case these are available.
- Calculate and explain to the coachees the key financial ratios/KPIs of their company, concerning profitability, liquidity/cash flow, working capital and balance sheet/financial stability. Recent trends of these ratios and their implications shall also be explained and discussed.
- Propose to the coachees simple tools of financial planning and budgeting, including medium-term projections of their future profitability, liquidity/cash-flow and balance sheet, based on sound, realistic and conservative assumptions.
- Propose effective and continuous monitoring of the budgets/projections (identification of variances between actual and budgets/projections and implementation of corrective action where necessary). Explain the essence of proper timing concerning financial planning, monitoring and corrective action.
- Examine the real reasons why the company cannot access finance. Among other, propose, where and when feasible, solutions through suitable national and EU Programmes for grants, specifically addressing the needs of innovative early-stage enterprises and start-ups.
- Provide practical and hands-on guidance to the coachees on how to access national and EU funding Programmes, relevant to their area of activity, priorities and strategic goals.

Profile of potential candidates:

- Member of a Professional Accounting Body (ACA/ACCA) and/or holder of a Masters or PhD Degree in Accounting, Finance, Business Administration, MBA or other related field. **An equivalent in working experience is also acceptable for the position.**
- Around 10 years of post-qualification experience in a position with similar responsibilities as above.
- A proven track record of providing actionable solutions to similar projects (such projects and their outcome to be described very briefly in the support letter).
- Excellent organizational and time management skills.
- Outstanding communication and interpersonal skills.
- Excellent presentation skills.
- Critical thinker and problem solver.
- Eagerness to help young businesspeople in developing and growing their businesses further.

Key provisions of the contract to be signed by the selected coaches/consultants with GrantXpert:

1. Description of the coaches' specific terms of reference, which should aim at solving the priority needs of the businesses to be coached, through 32 hours of individual coaching sessions during the period 01/09/2019-30/11/2019.
2. Reports to be prepared by coaches (on templates to be provided to them by GrantXpert):
 - Until end of September 2019, the initial coaching plan should be prepared and submitted to GrantXpert, which will validate the content against the reported business needs of the coachee, along with the relevant timeline.
 - By the end of October 2019, an interim report on the progress made should be submitted to GrantXpert for review/discussion, with a view to solving issues identified (if any).
 - By the 13th of December 2019, the latest, a final report with conclusions/recommendations should be prepared on the coaching service delivery for each business and submitted to GrantXpert for review and discussion.
3. Remuneration of **coaches/consultants**.
 - There is a maximum of €1000 (one thousand euros) for the total of 32 hours of individual coaching time to be delivered to each Coachee under provisions stipulated above.

How to apply to be a coach under the Business Clinics Programme:

Interested applicants must provide the following:

- A recent and detailed CV (up to 5 pages max.).
- A separate document, in the form of a support letter, providing evidence of their qualifications, expertise and track record described analytically, relevant to the quoted coaching profile. This resume is not necessary if their CV/short BIO covers satisfactorily the required information.

Applications with all the above documents should be submitted electronically via email to charis@grantxpert.eu.

The deadline for the submission of applications is the 31st of July 2019.