



Helvetas is an organization specializing in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We welcome applications from motivated individuals for the following post in **Skopje, North Macedonia**. The expected starting date is 01.01.2025

**JOB TITLE: FINANCE MANAGER**  
**EMPLOYMENT RATE: 100%**  
**FOR THE EDUCATION FOR EMPLOYMENT PROJECT**

The Education for Employment in North Macedonia (E4E) project is funded by the Swiss Development Agency (SDC). Main goal of the project is that young women and men gain decent employment due to market-oriented skills. This will be achieved through a) improving the Vocational Education and Training (VET) system, and b) increasing the involvement/ of companies and business support organisations to ensure the market-relevance of VET. The project is currently in its second phase which will end in June 2026. An additional exit phase is intended.

## **JOB SUMMARY**

The Finance Manager is responsible for all aspects of the project's financial management. The Manager is expected to provide sound financial advice and effectively manage the Project's finances.

The Finance Manager works in close collaboration with the E4E Project team for the effective achievement of results, anticipating and contributing to resolving complex project-related issues and information delivery. The incumbent is expected to exercise full compliance with the Helvetas programming, financial, procurement, regulations, policies, and strategies, as well as the implementation of effective internal control systems for the purposes of budget planning and reporting. Training will be provided on internal Helvetas procedures for the successful applicant.

This position is full-time. The duration of the contract is until 30.06.2026 with a trial period of three months. An extension of the contract depends on the decision for an exit phase by the donor SDC.

## **MAIN TASKS**

### **Financial Management**

- Ensure the project's accounting and financial management align with the regulations of the Republic of North Macedonia, Helvetas, and the Swiss Agency for Development and Cooperation.
- Oversee project budgeting processes, including Corporate Budgets, Revised budgets, RAP, and Banana export.
- Manage VAT exemption and reimbursement processes.
- Regularly crosscheck cash and bank balance reconciliations.
- Lead the monthly financial monitoring and project reporting.
- Lead the annual local audit, including preparation and facilitation.
- Support the payments process (staff salaries, procurement, third-party compensation etc.).
- Calculate salaries and coordinate with the payroll specialist.
- Monitor partner finances and conduct on-site financial reviews.
- Participate in provider/partner selection and contracting processes.
- Support procurement by conducting partner risk analyses, participating in evaluation committees, and advising on financial aspects during contract formulation.

- Advise on all financial matters, providing daily support to staff on grant implementation, donor-related procedures, and other financial aspects of project activities.
- Update financial and procedural manuals for compliance with changes in local laws, Head Office requirements, or donor regulations.
- Lead financial training for operational staff, assist the Team Leader and Deputy Team Leader, and support partner capacity building on project regulations and Helvetas Swiss Intercooperation (HSI) standards.

Additional tasks related to the Finance Manager's core responsibilities may be assigned by the Team Leader, Deputy Team Leader, or the Regional Finance Department as needed

## YOUR QUALIFICATIONS

- University degree in Accounting, Finance, Economics, or a related field relevant to the scope of work, or alternatively, at least 8 years of equivalent experience in these fields.
  - Minimum 5 years of work experience in accounting and finance management of projects or in the private sector.
  - In depth understanding of the Macedonian finance management system.
  - Solid knowledge of procedures and e-tools from the Public Revenue Office.
  - Familiarity with e-registration procedures via the Employment Service Agency is an asset.
  - Advanced proficiency in English, both written and spoken.
  - Strong knowledge of MS Office and accounting software.
- Prior experience with national or international non-governmental/donor organizations or in the private sector will be considered as an advantage.

## COMPETENCIES AND SKILLS

- Highly developed problem-solving and analytical skills.
  - Strong numerical and data accuracy skills, with keen attention to detail.
  - Solution-oriented mindset, with independence and accountability in work.
  - Exceptional organizational skills and adaptability to changing circumstances.
  - Excellent written and verbal communication skills, with cultural awareness and sensitivity.
  - Proficiency in adapting to diverse systems, processes, and procedures.
  - Ability to work autonomously and manage time effectively to meet deadlines, including in remote work settings.
- Strong interpersonal skills, with a demonstrated ability to build and maintain effective working relationships, showing respect for diversity.
- Strategic decision-making abilities, especially in financial planning and risk management.
  - High level of integrity and confidentiality in handling sensitive financial information.

## WE OFFER YOU

- Competitive compensation package, including private health insurance and a child allowance for children under 18.
- Opportunities for continuous learning and personal growth through training and team-building events.
- Flexible hybrid work model (2 remote workdays per week).
- A vibrant and multicultural work environment where diversity is valued.
- Modern, centrally located office in the heart of Skopje.
- Dynamic and supportive organizational culture with excellent working conditions.

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## **APPLICATION INSTRUCTIONS**

We look forward to receiving your resume and cover letter by November 11, 2024.