

## JOB DESCRIPTION

### FINANCE MANAGER

Helvetas Swiss Intercooperation (HSI) is an international development organisation that supports achieving human rights. It stands for development that balances economic viability, environmental suitability and social benefit, foster intercultural exchange of ideas, the exchange of experiences and knowledge. It works with CSO, private sector and government actors and encourage exchange among them at local, national and international levels.

Project	<b>Education for Employment in North Macedonia (E4E@MK)</b>
Location	<b>Skopje</b>
Job Title	<b>Finance Manager (100%)</b>
Reports to	<b>Team Leader and Country Manager</b>

#### Main duties and responsibilities:

- Ensures an adequate, orderly, and efficient **accounting and financial management** of the **E4E@MK project** and the **Helvetas Country Coordination budget** according to the related rules and guidelines of the Republic of N. Macedonia, SDC and HSI.
- Conducts the budget process of the E4E@MK project - corporate budget, contract amendment (revised budget), RAP, Banana export.
- Pays correct and timely payables / creditors and taxes.
- Conducts the process of VAT exemption and/or reimbursement.
- Leads the monthly financial monitoring and reporting of the E4E@MK project.
- Analyses financial information; prepares statements and ensures appropriate control procedures.
- Supports the planning and reporting process of the E4E@MK project.
- Conducts partner financial monitoring and field visits to partners (incl. selection, contracting).
- Reviews and approves financial reports of partners / service providers.
- Leads the yearly local audit process of the E4E@MK project and concerned project partners.
- Actively supports the procurement process – conducting risk analysis of potential partners, member of evaluation committee, commenting / approving of the draft contracts.
- Advises the Team Leader and the Country Manager on financial matters.
- Leads on update of finance manual, NPR and other manuals - based on changes on local law and HSI and/or donor requirements and follow up them.
- Organizes all necessary financial trainings (rules and regulations) for the project staff and key project partners.
- Supports the Legal and Finance Associate and other project staff on financial matters.
- Contributes to improve the internal financial procedures.
- Travelling in North Macedonia and the Western Balkan region.
- Implements other tasks not covered in the above list for limited periods of time assigned by the Team Leader or the Country Manager.

**Requirements:**

- University degree in Accounting, Finances, Economics or any field relevant to the scope of work.
- Minimum 8 years of work experience in accounting and finance management.
- In depth understanding of the Macedonian finance management system.
- Good knowledge of procedures and e-tools from the Public Revenue Office.
- Advanced level of Macedonian and English language, written and spoken.
- Good knowledge of MS Office and accounting software.
- Previous experience of working in a national or international non-governmental organization and/or national or international donor entity will be considered as an advantage.

**Competencies and skills:**

- Highly developed problem solving and analytical skills.
- Number-oriented thinking, attention to detail and accuracy.
- Solution-oriented approach, independence, and responsibility in work.
- Good team player and high willingness to learn and share experiences.
- Excellent written and verbal communication skills (with sensitivity to cultural differences).
- Adaptability to different systems, processes, and procedures.
- Loyalty and discretion.

**Benefits:**

- Office in the city center of Skopje.
- Excellent conditions and dynamic organization.
- Competitive salary.
- Training for personal development and team building events.
- Possibility for hybrid work (2 days a week)
- Additional private health insurance.

Interested applicants are requested to send their **CV and a Motivation Letter in English** to:  
[\*\*e4quotations@helvetas.org\*\*](mailto:e4quotations@helvetas.org)

Only short-listed candidates will be contacted, invited for an interview, and notified about the selection process.

**Deadline for applications: 24.09.2023**