

Job Announcement: NALAS Finance Assistant

The Network of Associations of Local Authorities of South-East Europe (NALAS) seeks a **Finance Assistant** to be based in the NALAS Secretariat office in Skopje.

NALAS brings together 16 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. NALAS promotes the process of decentralisation, contributes to the reconciliation and stabilisation process and the European integration of the whole region. NALAS initiates and carries out regional initiatives for its members and helps the associations to become viable representatives of local authorities vis-a-vis central government. NALAS provides services to local governments for the benefit of the citizens in the region, through its Knowledge Centre. *For more information www.nalas.eu.*

NALAS seeks a well-organized, self-motivated individual with proven skills to cover a wide range of day to day office responsibilities including basic bookkeeping/accounting functions as well as logistic support for organizing complex international events such as seminars, conferences and trainings. Work is performed under the general direction and supervision of the NALAS Finance Manager and the Executive Director. The position requires a communicative and open-minded individual, a team player, with high ethical standards and professional approach.

Responsibilities:

- Assist in processing all bills and invoices for timely payment and maintain records
- Assist in preparation of periodical and annual financial statements/reports for the NALAS Committee of Liaison Officers, members and donors
- Assist in preparation of the annual budget and auditing process
- Assist in preparation of monthly payroll for the NALAS staff
- Managing the organization's procurement processes
- Assist in organizing and maintaining office files including bank account records, cash records, tax records etc.
- Perform other duties as required by the Finance Manager and Executive Director

Qualifications:

- University degree (preferably in Economy, Accounting or a related field)
- At least 2 years of working experience (preferably in the field of finances, banking, accounting, or office management)
- Familiarity with international (especially EU) financial management/accounting standards will be an advantage
- Good knowledge of English writing and speaking
- Proficiency in use of Microsoft Office and web-based applications

Competencies:

- Excellent oral and written communication skills
- Excellent planning and organizational skills and eye for details
- Flexibility and a teamwork attitude
- Ability to work independently and as part of a team
- Ability to meet deadlines
- Willingness to travel

The interested candidates should send their CV and Motivation Letter to info@nalas.eu, no later than **21 August 2013 (Wednesday), 09:00**.

Only the short-listed candidates who meet the minimum requirements will be invited for an interview/testing.