

Call for Applications

Position: Finance Officer

Location: Skopje/North Macedonia

Organisation: Network of Local Authorities of South-East Europe (NALAS), www.nalas.eu

Type of contract: Full time, employment contract

Duration: 1 year, with possibility for extension

Deadline for Application: 20 October 2023, 17:00 CET; **extended until 30 October 2023, 17:00 CET**

1. Background

For its increased project portfolio, NALAS is seeking to recruit an experienced **Finance Officer**, who will be working on projects for advancing the position of local government in South-East Europe, improving local public services and promoting regional cooperation.

NALAS was established in 2001 under the auspices of the Stability Pact and the Council of Europe. Today, it gathers 13 national or regional local government associations who represent about 7,000 local governments directly elected by around 80 million people.

NALAS safeguards local autonomy, promotes decentralisation and actively supports the local public administration reform and development of strong local government in South East Europe, transformation into sustainable, smart, inclusive and resilient cities and municipalities, through regional cooperation and Centre of Excellence, thereby contributing to democracy, stability and prosperity in the region.

2. Objective of the assignment

Successfully manage the finances of an assigned portfolio of NALAS' regional projects as well as contribute to the overall NALAS financial and administrative activity.

3. Job Responsibilities and Duties

The Finance Officer contributes to ensuring effective and efficient application of project budgets, as well as the NALAS overall budget, including but not limited to the following responsibilities and duties:

- Finance and budget management of NALAS' projects;
- General administrative services including procurement;
- Ensures all financial transactions have the appropriate and required supporting document in compliance Macedonian Law, NALAS internal policies and procedures, donor's policies and procedures, terms and conditions;
- Review completeness of supporting documents;
- Ensures timely preparation of disbursement of payments to suppliers, partners, employees and thirds parties (including tax's office);
- Ensure timely submission of required documents to tax authorities in regard to the personal income tax, VAT etc.;

- Data entry and records of financial expenses;
- Prepares financial projects' reports according to given timelines and contribute to preparation of the NALAS overall reports;
- Monitor Projects expenses on a regular basis and submit timely requests for reallocations, if necessary;
- Coordinates and support external and internal audits;
- Provide guidance on financial matters/policies to project colleagues.

4. Required skills and experiences

Education: University degree.

Experience:

- At least 5 years of relevant experience in finance management and administration of projects or supervision of the project finances
Experience in working with EU and GIZ supported projects is an asset.
- Ability to interpret and implement financial and administrative rules, regulations and procedures and explain them clearly and concisely;
- Experience in EU funds administrative and financial procedures is an asset;
- Experience in Grant Finance Management is an asset;
- Proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Understanding of Taxes, bank reconciliation, and bookkeeping;
- Knowledge of financial accounting system/software would be preferable;
- Intermediate knowledge's in Microsoft Office programs (Excel, Word, Powerpoint);
- Good writing and communication skills.

Languages: Professional use of English language is required. Knowledge of several regional languages is an asset.

5. Application procedure

Applicants shall submit a CV and Letter of Interest, both in English language, highlighting how the candidate meets the specific position requirements. Applications should be submitted no later than **20 October 2023, 17:00 CET**, at: info@nalas.eu. **DEADLINE EXTENDED UNTIL 30 OCTOBER 2023, 17:00 CET**

The email must include the subject: Finance Officer, and the name of the candidate.

Only shortlisted candidates will be invited for a competency examination and interview/s. Reference and document check will be performed in the later stage of the selection process. Due to the big volume of applications, NALAS is not in a position to provide individual feedback to applicants. NALAS is an equal opportunity employer that embraces diversity.