

Project title	Rural tourism – a sure step towards boosting the cross-border cooperation between districts of Soroca (Republic of Moldova) and Yampil (Ukraine, Vinnytsya Oblast)
Organisation	Institute for Development and Social Initiatives (IDIS) “Viitorul”

Job description

Job Name	Financial Manager
Job Level	Executive
Main purpose	Recording and monitoring of the financial resources to the project Working with budget planning and cash flow
Specific conditions for the job	Trips to partners from Soroca (Republic of Moldova) and Yampil (Ukraine, Vinnytsya Oblast) Part-time employment
Studies required for the job	Bachelor degree in Economics, Finance, Accounting or related fields
Training	Training Courses related to financial management; Experience with EU procurement procedures and grants, including project selection criteria & monitoring indicators.
Computer skills	Knowledge of MS Office (Excel, Word, Power Point)
Languages	Good command of English and Romanian (writing, speaking, reading)
Working experience	<ul style="list-style-type: none"> - Minimum a 7 years overall experience after their studies - Minimum a 5 years experience in similar positions - Previous experience in financial management of projects, including in EU financed projects
Skills required	<ul style="list-style-type: none"> - Knowledge of legislation on public finances - Knowledge of the days of tax legislation and tax procedures
Specific requirements	<ul style="list-style-type: none"> - Knowledge on financial statements - budgets, financial reporting, financial analysis - Knowledge of aspects of EU funding programs
Main Responsibilities	<ul style="list-style-type: none"> - Tracking the allocation of project resources; - Decision-making with the project manager for allocating funds; - Participation in budgeting and ongoing project plans; - Participation in the tender selection; - Accounting records maintenance;

	- Makes progress reports and participate in developing the final report.
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