

# Call for Financial Assistant in CID

## May – December 2018

<b>1. Organization</b>	<b>Name: Center for Intercultural Dialogue</b>
	<b>Address : Vuk Karadzic BB</b>
	<b>TEL: ++389 71 390 192</b>
	<b>Email: info@cid.mk</b>
	<b>Web: www.cid.mk</b>
	<b>Deadline: 20.04.2018, 23:59</b>

### 2. GENERAL DESCRIPTION

**Position: Financial Assistant  
Full Time (40hpw)**

### 3. TASKS AND RESPONSIBILITIES

- ✓ Financial management of a project at all stages from budget planning to project implementation
- ✓ Preparation of financial reports and supported documentation
- ✓ Processing and recording of financial transactions and archiving of project documentation
- ✓ Providing other financial and administrative services related with the daily operations of the organizations and providing all relevant information to meet external demands. These services may include, but are not limited to: communication with donors, accountant, contractors and other stakeholders; income management; reimbursement of travel costs; technical support for annual accounts preparation, debt management; and any other related task in coordination with the Financial Manager;
- ✓ Keep up daily communication with office;

### 4. QUALIFICATIONS

- Must possess significant computer knowledge and have an expertise in Ms Excel and other computer related skills like database administration, etc.

- Must have in-depth knowledge about accounting and finance;
- Experience in managing finances (it can be internships); preferably within the NGO sector;
- Flexibility and ability to work under pressure and with limited timeframes;
- Experience in working in a multiethnic and international environment;
- Excellent communication and organizational skills are required;
- Ability to work as a member of a team;
- University degree in Finance or Economy (or higher) is considered an asset;
- Priority will be given to candidates members of CID;
- Good knowledge of Macedonian and English language (written, spoken), Albanian is asset;
- Excelent organizational skills;
- Sense of self initiative.

## 5. CONDITIONS

Test period	<b>01.05 - 15.05.2018</b>
Contracting period:	<b>16.05 - 31.12.2018</b>
Working Language	<b>Macedonian and English</b>
Salary:	<b>19 980 MKD gross salary (with possibility for promotion and bonuses)</b>

## 6. APPLY

### HOW TO APPLY

**Send your CV and Motivational letter to:**

**[info@cid.mk](mailto:info@cid.mk)**

**IMPORTANT: In the subject of your mail please indicate that you are applying for the position Financial assistant**

**Only the selected candidates will be further contacted by the organization**