



Call for Financial Director in CID

Starting immediately-30.06.2019 (contract renewal every 6 months)

1. Organization Name: **Center for Intercultural Dialogue**

Address : **Vuk Karadzic, 19A Kumanovo**

TEL: **++389 71 390 192**

Email: **info@cid.mk**

Web: **www.cid.mk**

Contact Person Name: **Dragana Jovanovska**

TEL: **++389 71 390 192**

The vacancy is current and there is no application deadline. The call will be open until identifying a suitable candidate, on the basis first come first served.

2. GENERAL DESCRIPTION

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

3. TASKS AND RESPONSIBILITIES

- ✓ Financial management of projects at all stages from budget planning to project implementation
- ✓ Preparation of financial reports and respective supporting documentation to the report
- ✓ Authorization, processing and recording of financial transactions and archiving of project documentation
- ✓ Maintenance of the financial database of the organisation
- ✓ Take overall control of accounting processes and recordings performed by external accountant
- ✓ Checking, approval and presentation of monthly and annual financial statements to the Executive Director
- ✓ Ensure that all law, regulatory and statutory financial requirements are met
- ✓ Mentoring, checking and approval of financial reports and other tasks performed by financial assistant
- ✓ 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;
- keeping up to date with legislation framework for civil society sector, income and cash management; reimbursement of travel costs;
- ✓ Keep up daily communication with office;

4. QUALIFICATIONS

- Finance or Economy University degree;
- At least 1-year experience in administration and financial management/accounting or equivalent, in the business or civil society sector
- Knowledge of legislation framework for civil society sector in Macedonia, in particular: Law for civil society organizations and foundations and Law on accounting for civil society organizations
- Excellent command of English and Macedonian (written and spoken), Albanian is an asset;
- Solid computer skills including expertise in Ms Excel
- Communication and organizational skills are required
- Flexibility and ability to work under pressure and with limited timeframes
- Ability to work in a team, in a multiethnic and international environment

5. CONDITIONS

Test period:	First 2 weeks
Contracting period:	Until 30.06.2019 (contract renewal every 6 months)
Working Language:	Macedonian, English and Albanian
Environment:	The person will be working in a team with a financial assistant and assistant for administration.
Salary:	32.000,00 MKD gross salary (with possibility for promotion and bonuses)

6. APPLY

HOW TO APPLY

Send your CV and Motivational letter to:

info@cid.mk

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

Only the selected candidates will be further contacted by the organization



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intercultural
dialogue

*Association
Center for Intercultural Dialogue*