

## **Job Announcement**

### **CENTRE FOR COMMON GROUND (CCG)**

#### **Finance Officer**

Centre for Common Ground (CCG) is seeking a local Finance Officer to provide management of all financial aspects of the projects. S/he will be responsible for managing the financial system, in compliance with the standards of CCG, donors, and the legislation in North Macedonia. S/he will maintain accounting systems that ensure proper accounting and recording of organizational resources; provide budget monitoring, financial analysis, and reporting; and support in budget preparation, financial statements and audits. The full-time position will be based in CCG office in Skopje and will report to the CCG Director.

#### **Essential Duties and Responsibilities**

- Responsible for the overall financial management of the organization's projects;
- Coordinate with partner organizations in the financial aspect of the projects
- Monitor funds, ensuring that up to date records of expenditures are kept and that they comply with budget allocations and donor requirements;
- Interpret financial information for non-finance staff to ensure program activities and procurement reflect available budget
- Monitor account payables/receivables and provide monthly feedback;
- Produce accurate and timely donor financial reports and maintain correspondence with donors on financial matters;
- Facilitate timely audit and responses to auditors, both local and international when needed.
- Supervise country office cash management, maintenance of optimal bank balance, monitoring of the interest level, bank reconciliation, monitoring currency gain/loss, and draft correspondence with bank;
- Monitor funds to ensure availability for disbursements;
- Ensure timely reconciliation of bank accounts, advances, and partner accounts if needed;
- Maintain correspondence with local bank and donors for operational matters they comply with budget allocations and donor requirement

#### **Minimum Qualifications:**

- Bachelor's degree in business administration, Accounting, Finance, Economics or related field;
- 3-5 years of relevant experience at the national or international NGOs in finance management.
- Good knowledge of accounting and project finance management.
- Ability to create and manage project budgets, manage transactions, financial reporting.
- Experience in the usage of computers and office software packages (MS Word, Excel, Quickbook, etc) and advanced knowledge of spreadsheet and database packages
- Fluency in written and spoken English and Macedonian;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent cross-cultural communication and working skills, enjoys a multicultural team work environment.

Applications (CV and motivation letter) can be submitted at the following email address:

[ccg@ccg.org.mk](mailto:ccg@ccg.org.mk) by **February 12, 2024**. Only those shortlisted will be invited for an interview.