



**International project
Belarus Beehive “Supporting civil society as a key driver of democratic transformation of
Belarus”**

announces recruitment for the vacancies for the staff positions

Position Title: Financial Controller

Location: Vilnius

Duration: 30 months

Workload: 50%

Indicative starting date: February 2024 / as soon as possible

Deadline for submissions: reviewed on a rolling basis – 30 January 2024 as final deadline

Description of the position:

In charge for the overall financial management, overall accounting, contracts, money transfers, interim and final financial reports of the project on behalf of the project partner in Lithuania.

Key responsibilities

- Provides full financial support to the activities for which the partner is responsible, including re-granting;
- monitors cash flows and predicts future trends and factors influencing the project performance;
- conducts reviews and evaluations for cost-reduction opportunities and for timely identification of necessary budget adjustments;
- supervises the public procurement for works and services on behalf of the partner according the PRAG rules;
- prepares and carries out money transfers to the staff and services;
- prepares quarterly, annual and final financial reports on behalf of the partner;
- interacts with the Senior Grant Manager on issues related to concluding contracts, payments and maintaining financial records for grantees;
- participates in coordination activities with the financial staff of the lead partner and other partners.

Required Skills and Experience

- Higher education, and at least 10 years' experience in financial management and financial planning in non-profit sector
- Experience with the EU-funded project, knowledge of The Practical Guide to Contract Procedures for European Union External Actions (PRAG)
- General knowledge about the political, economic and social situation in Belarus
- Knowledge of financial management software
- Analytical skills
- Verbal and written communication skills in English and Belarusian

Offered remuneration:

1500 euro (gross amount, 50%). Work loading up to 100% from other projects of the organisation is possible.

Application procedure:

If you are interested in the role, please send your CV and motivation letter (in English) to hr.beehive@proton.me with the reference: "Financial Controller". The Cover Letter must address how your skills and previous/ current professional experience match the duties and responsibilities set out for this role.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview.

Only candidates selected for an interview will be contacted.

Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible. The final deadline for submission is 30 January 2024.