



**International project
Belarus Beehive 2.0 Supporting civil society as a key driver of democratic
transformation of Belarus”**

announces recruitment for the vacancies for the staff positions

Financial Controller

Location: Lithuania, TVO EuroBelarus

Type of contract: 30 months employment contract. Probation period of 3 months is possible.

Workload: 50%

Indicative start date: February 2024

Deadline for submission: 30 January 2024

In charge for the overall financial management, overall accounting, contracts, money transfers, interim and final financial reports of the project.

Duties and responsibilities:

Provides full financial support to the activities for which the partner is responsible, including FSTP;

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;

timely and promptly prepares and carries out money transfers to the accounts of external contractors and subgrantees, arrange payments to staff and service;

prepares quarterly, annual and final financial reports on behalf of the partner in a timely manner, and submits them to the Financial Manager and Project Manager;

interacts with the Senior Grant Manager on issues related to concluding contracts, payments and maintaining financial records for project subgrantees;

prepares the EB part for the project expenditure verification, scanning supporting documents; participates in coordination activities with the lead partner and other partners when required.

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

Indicative salary per month is 1500 euro (gross amount, 50%). Work loading up to 100% from other projects is possible.

Application procedure

If you are interested in the role, please send your CV and motivation letter (in English) to e-mail: eurobelarus2009@gmail.com with the reference: "Financial manager vacancy".

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

Only short-listed candidates will be contacted and invited for an interview.

All applicants whether EU or non-EU citizens, are considered equally.

Deadline for applications: 30 January 2024.