

Finance and Administration Manager

Skat Consulting Ltd. invites qualified candidates with a background in Finance, Accounting and Administration to apply to the position of **Finance and Administration Manager** in the **Mă Implic – Project on civic engagement in local governance** (Phase 1: 01.11.2019-31.10.2023), funded by the Swiss Agency for Development and Cooperation.

Skat Consulting Ltd. is a Swiss consulting company with 40 years of track record of successful, high-impact projects and partnerships, adding value to companies, organizations, and government agencies at home and abroad. Since more than 12 years Skat is supporting local public administrations in Moldova (until 2019 through the ApaSan project) and neighboring countries. The “**Ma Implic**” project is implemented through the **Fundatia Centrul Moldo-Elvețian pentru Cooperare SKAT**, a legal entity registered in the Republic of Moldova.

The “**Ma Implic**” project aims at ensuring that rural population of Moldova has equitable access to quality public service provision. At the local level, the project supports Local Public Authorities (LPA) in 30 targeted partner municipalities to manage service provision in a participatory, effective, inclusive and sustainable way. People will also be more engaged in local decision-making and monitoring of service provision in targeted municipalities thanks to the intervention of the project. At the national level, the project supports the policy, legal and financial environment for quality public service provision and decentralization reform. More information can be found on <https://www.facebook.com/ProiectulMImplic>

The position is to be filled for the remaining project duration until October 2023, and starts as soon as potential candidate will be selected.

Duty station is the project office in Chisinau. Flexible home office arrangements will apply as long as the circumstances require. The Ma Implic project team is a relatively small, flexible and dynamic team of 6 permanent staff and more experts working on short- and longer-term assignments with the project all over the territory of Moldova.

The position reports to the Team Leader (resident in Chisinau, Moldova) and coordinates closely with skat headquarters in St Gallen, Switzerland. A training / introduction to skat HQ in Switzerland will be organised as soon as the travel restrictions are lifted.

Tasks and responsibilities

The Finance and Administration Manager will:

- Handle all finance and accounting functions of the project, including asset management, cash flow management, payroll, bank and cash transactions, reporting
- Ensure that all financial and administrative procedures and practices are in accordance with generally accepted accounting principles and in strict compliance with Mă Implic’s Financial and Administrative Procedures (FAP), relevant SDC instructions and regulations and Moldovan national legislation, regulations, rules and guidelines.
- Manage the preparation and maintenance of all necessary financial records and reports, accounts payable, accounts receivable, accurate inventory of all the assets; ensure that the purchasing of materials, supplies and equipment are conducted in accordance with internal policies and procedures.
- Prepare and present annual financial statements on request, contract yearly financial audits and provide all necessary information to auditors.

- Under instruction of the Team Leader oversee all aspects of human resource management for all employees.
- Coordination and supervision of the project's Admin team (2 staff)

The position can be filled as a full-time (100%) or as a part-time position (est. 80%).

Required Skills and Experience

Education:

- Master's Degree (or equivalent) in Finance, Accounting, Business Administration or other relevant fields.

Experience:

- At least 5 years of professional experience is required, ideally obtained in the field of international development ("donor-financed") projects.
- Practical experience of relevant positions in projects financed by the Swiss Development Cooperation (SDC) is a strong asset.
- Solid knowledge of all relevant legal requirements applicable in the Republic of Moldova.
- Fully confident in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and accounting software, experience in handling web-based management systems.

Language Requirements:

- Fluency in oral and written English and Romanian

Applications shall include CV (max 4 pages); Cover letter (1 page) indicating 3 reference persons, as supervisors from previous assignments. Applications will be received until **including 18 April, 2020 (midnight)** electronically in pdf format to info@int.skat.ch.

Skat Consulting Ltd. is currently also recruiting for another donor-financed project. Applicants are encouraged to submit separate applications for each vacancy if interested.

Only complete applications will be considered and only short-listed candidates will be contacted for the interview.