

Financial Officer

Vacancy notice ref.no 2022/04 (GEO)

Job title:

Financial Officer

Functional grade:

Junior specialist/ specialist

Functional objectives:

- To ensure financial service for Solidarity Fund PL in Georgia with support of the Administrative Officer and Chief Accountant, and specifically:
 - plan and monitor annual budget of Solidarity Fund PL in Georgia in a close cooperation with the project coordinators and overall supervision of the Country Director.
 - approve expenses daily in terms of costs qualification.
 - control and settle expenses of Solidarity Fund PL on a monthly basis.
- To ensure timely and accurate financial reporting to the Country Director, SFPL HQ in Warsaw and external donor organizations, were specially:
 - Update Country Director of the state of expenditures monthly, and if financial **variances** are observed, more frequently.
 - prepare inputs for the financial reports to different donor organizations according to their respective procedures.
 - settle monthly expenses of SFPL in Georgia and report to SFPL HQ as per requirement.
 - reconcile expenses of the Solidarity Fund PL incurred from Tbilisi and Warsaw on a monthly basis.
- To counteract overspendings and initiate budget reshuffling to stay withing given financial frameworks.

Working hours :

- The regular working hours consist of 20 mandatory hours per week.
- 40% of the regular working hours is to be performed from Monday to Friday, from 11:00 to 17:00 physically at the office (8 hours in total).
- 60% of the regular working hours are to be performed at the time, space, and form preferred by the Employee.

Disclaimer

The employee must adhere to the deadlines and monthly budget monitoring meetings scheduled by Warsaw office.

Employment conditions:

Employment contract for the probation period (6 months) with a prospect of a long-term contract if performance is satisfactory.

Employment location:

Solidarity Fund PL branch office in Georgia,

42, Chavchavadze Avenue (Vake district)

Job description:

This is a junior/mid-level position that requires the ability to planning and conducting all financial activities within support of the Administrative Officer and Chief Accountant. The incumbent is required to support Project Coordinators and SFPL staff members in all financial matters.

Tasks and responsibilities:

- Support budget planning and implementation of the SFPL branch office in Georgia accounts.
- Ensure compliance of financial reporting between detailed project reports and accounting extracts in budget and cost categories.
- Perform and optimize daily journal entries of monthly settlements.
- Perform month-end accounting financial files such as reconciliations and journal entries.
- Coordinate documents flow with admin, legal, accounting and programming teams to ensure records are financially correct and ready for payment processing.
- Generate financial reports and statements for the Country Director for review.
- Monitor and report the state of the bank accounts against monthly settlements.
- Analyze financial discrepancies in the monthly and yearly settlements and recommend effective resolutions.
- Monitor expenditures, in close collaboration with program team and Administrative Officer, analyze SFPL budget and expenditures and determine budget variances and report the same to Country Director.
- Respond to financial inquiries from the Country Director in a timely fashion.
- Provide guidance and verify financial documents submitted for payments by Solidarity Fund PL in Georgia staff members (on the formal requirement of the financial records);
- Assist in budget preparation and expense management activities for assigned accounts,
- Assist in auditing activities by providing necessary information and preparing requested documentations.
- Monitor and record financial transactions according to internal policies and regulations.
- Review and recommend changes to existing financial & accounting procedures.
- Serve as a key point of contact for other departments and SFPL offices on financial and accounting matters.
- Support the program team with spending tracking when required.
- To perform other assigned duties.

Minimum eligibility qualifications:

- Higher education diploma;
- Hands-on experience in Finance, Accounting and/or Business development or related field in different contexts;
- Proficient knowledge of Finance and Business development;
- Fluency in English and Russian.

Competencies:

- Punctuality and meeting deadlines;
- Eye-on-detail and accuracy;
- Ability to adapt existing financial procedures, primarily in the area of financial reporting, to the donor requirements;

- Ability to explain financial document flow and procedures understandably to the Solidarity Fund PL in Georgia staff members;
- Willingness to support Solidarity Fund PL staff members by serving them with advice in filing and proceeding expenses.

What do we offer?

- ✓ Stable employment in a leading non-profit organization in Europe working towards sustainable development in the Eastern Partnership region.
- ✓ Career growth within the organization's structures.
- ✓ Ability to gain experience in international settings.
- ✓ A motivated and supportive team of local and international colleagues driven to make a difference in Georgia.
- ✓ Comfortable working conditions and monthly paycheck of 450 USD per month net with a prospect of remuneration growth after probation period (if the performance is satisfactory).

Interested candidates are requested to send a CV (max. 2 A4 pages) and a brief (max. 1A4 page) cover letter no later than 10 December 2022 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2022/04 (GEO)". We reserve the right to complete the recruitment process earlier.

Interested? Send your CV and cover Letter by 10 December 2022 as instructed above.

Solidarity Fund PL will contact only short-listed candidates. Solidarity Fund PL does not return submitted documents.

Personal data protection in the recruitment process

We process your data for recruitment purposes only. Your application documents ought to include data required by labour law. Without sharing the abovementioned data, we will not be able to conduct the recruitment process and consider your application.

Sharing any additional data is voluntary and will be processed based on your consent, expressed directly by sending application documents to us.

We process your data provided in connection with the recruitment process:

- for the purposes of the recruitment process, to comply with legal obligations regarding employees recruitment process.
- based on your consent, if you voluntarily share additional data not required by any applicable law.
- if you grant your consent, for the purpose of using them in the future recruitment processes.
- to verify your qualifications and skills, which is our legitimate interest.
- to assert claims of defend against claims, which is our legitimate interest.

After submitting your application, your personal data will be processed for the period necessary to conduct the recruitment process, but in no event no longer than for the period of 12 months or until you revoke your consent. After an open role is filled to avoid any disagreement between you and us, we will store your data for the purpose of securing any claims until the limitation period expires.

If you submit your application to participate in the future recruitment processes, we will process your data until you revoke your consent, but no longer than for the period of 6 months.

As we are the branch of the Solidarity Fund PL with the headquarters in Poland, the data may be transferred to Poland (but only for the purposes of the recruitment process you are applying to).

The data may also be made available to our providers of external services e.g., IT services, legal and accounting services, companies that support us during the recruitment processes.

In any case we will ensure an adequate level of protection of personal data required by law.

You have the right to demand from us access to your data, rectification, deletion or limitation of processing, the right to object to the processing, the right to transfer data, as well as the right to withdraw your consent at any time. Withdrawal of consent does not affect the legality of the processing, which was made based on your consent before its withdrawal.

You have the right to file a complaint to the relevant authority established by the law or to the relevant court – if you consider that the processing of your data violates the legal provisions.

We inform you that we will not take automated decisions for you at any point of the recruitment process, including decisions resulting from profiling.