

Financial Officer

Vacancy notice ref. no 2024/01 (GEO)

General Information

INTERNET ACCESS FLAGSHIP: Rural Empowerment through Digital Inclusion (REDI) is an EU funded project that Solidarity Fund PL in Georgia (SFPL in GEO) began implementing on December 1st, 2023, together with our partner - the e-Governance Academy from Estonia (eGA).

By virtue of its innovative approach, this action will reduce the existing digital division and include those traditionally left behind by improving access to affordable digital infrastructure and developing digital literacy skills in rural areas of the target regions of Imereti, Guria, Racha-Lechkhumi and Kvemo Svaneti and possibly Kakheti.

Overall characteristics

Job title:

Financial Officer for the project REDI: Rural Empowerment through Digital Inclusion (REDI)

Functional grade:

Specialist

Functional objectives:

To ensure financial service for the project REDI: Rural Empowerment through Digital Inclusion (REDI), specifically:

Budget management and continuous evaluation of the progress of execution;

Plan and monitor annual budget in close cooperation with project manager/other persons substantively involved in the implementation of the REDI project;

Timely and accurate preparation of financial reports of the project in accordance with the donor request as well as to SFPL management;

Approve expenses in daily terms within the project, control and settle expenses in specific report forms on a monthly basis;

Ensure project's total budget monitoring on the base of provided financial reports from partner organizations involved in the implementation of the full project;

Ensure compliance of reports with actual bank statements.

Working hours :

- The work week of the Employee consists of 20 hours per week and is to be defined by a mutual consent of both parties considering the specificity and the volume of the expected work.
- The regular work week comprises of 3 (three) days in a week on Monday, Wednesday and Thursday from 11:00 to 15:00 (4 hours per day, 12 hours in a week) physically at the office and the remaining work time 8 hrs in a week could be performed at time, space, and form preferred by the Employee.
- Working time includes working online from home and three days working from the office; The changes may apply upon prior notification and agreement.
- The work holder might be requested to work occasionally beyond the regular working hours. The role does not require shift work.

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,
20, Chavchavadze Avenue (Vake district)
0177, Tbilisi, Georgia

Job description:

This position requires planning and conducting all financial activities within the project REDI with the support of Financial manager as well with all members from SFPL substantively involved in the implementation of this project. Moreover, the incumbent supports management in any budget amendments and with financial-related communication with the donor.

Duties and responsibilities:

- Ensure preparation and updating of project's budget/forecasts/monitoring process;
- Ensure accuracy of financial reports in compliance with donor rules as well as with SFPL internal regulations;
- Perform daily inputs of expenses within the project;
- Ensure compliance of performed month-end financial files with bank statements;
- Work on documents flow to ensure that records are correct and in accordance with the project's budget;
- Generate financial reports and statements for the Donor, as well as for SFPL management;
- Analyze financial discrepancies in the monthly and yearly settlements and recommend effective resolutions;
- Monitor expenditures, in close collaboration with the project team, senior financial manager of SFPL in GEO, determine budget variances (if any) and inform/report in a timely manner;
- Respond to financial inquiries from the Country Director in a timely fashion;
- Assist in auditing activities by providing necessary information and preparing requested documentations;
- Support with advising the project's team in financial issues;
- Consolidate SFPL and e-Governance Academy (eGA) financial reports.

Minimum eligibility qualifications:

- Higher education diploma;

- 2+ years of experience on a similar position;
- Hands-on experience in Finance, Accounting and/or Business development or related field in different contexts;
- Proficient knowledge of Finance and Business development;
- Good knowledge of English and Russian (minimum intermediate level);
- Profound knowledge of MS office programs (in particular excel).

Competencies:

- Eye-on-detail and accuracy.
- Ability to adapt existing financial procedures, primarily in the area of financial reporting, to the donor requirements.
- Willingness to support Solidarity Fund PL staff members involved in the REDI project by serving them with advice in filing and proceeding expenses.
- Ability to work independently and in a team environment.

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 the 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 1280 GEL net, 50% workload and a prospect of remuneration growth following the probation period (if the performance is satisfactory).

Interested candidates are requested to send CV (max. 2 A4 pages) and a brief (max. 1A4 page) cover letter in English no later than 4 February 2024 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2024/01 (GEO)". We reserve the right to complete the recruitment process earlier.

Interested? Send your CV and cover Letter no later than 4 February 2024 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.