

Permanent Secretariat of the Community of Democracies
is looking for

Finance and Accounting Manager

The Community of Democracies is a global intergovernmental coalition of states, founded in the year of 2000 to bring together governments, civil society and the private sector in the pursuit of a common goal: supporting and strengthening democratic norms, practices and institutions around the world.

The Finance and Accounting Manager will be assigned to the financial and accounting matters at the Community of Democracies Permanent Secretariat (PSCD) based in Warsaw. He/she will be responsible for application of accounting principles to analyze financial information, prepare financial reports and utilize appropriate accounting control procedures.

Main responsibilities:

- Manage all aspects of the organization's accountancy;
- Prepare payments in the electronic banking system;
- Verify and process travel related documentation according to applicable procedures;
- Prepare the month-end and year-end closing
- Manage all personal administration and payroll issues
- Prepare VAT return declarations
- Reconcile petty cash on a monthly basis
- Liaise with third parties on accounting matters
- Prepare data for project reports
- Advise on accounting and financial procedures
- Deliver service and information internally and externally in accordance with organization's policies, procedures and applicable laws
- Other accountancy and administration related duties
- Cooperation with suppliers and service providers

Qualifications:

- Master's degree in Accountancy / Finance
- Minimum 5 years of experience in accounting, preferably on an independent position
- Working knowledge of accounting system(s)
- Good knowledge of English
- MS Office (mainly Excel) skills are essential
- Highly developed analytical skills and ability to work within a problem solving environment
- Strong organizational, multi-tasking and time-management skills

We offer:

- Work in a lively international environment;
- Attractive salary;
- Social benefit packages: Benefit sport club card, medical insurance

Contract conditions:

The position is based in Warsaw at the Permanent Secretariat of the Community of Democracies. The position is full time. The proposed salary will depend on the candidate's professional experience.

How to apply:

If you meet the mentioned criteria, please submit your resume and a cover letter to hr@community-democracies.org. Shortlisted applicants will be invited for an interview in person. Deadline for applications is February 14, 2020.

Applications without the data processing clause mentioned below will not be considered.

Wyrażam zgodę na przetwarzanie moich danych osobowych przez Stały Sekretariat Wspólnoty Demokracji, dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z ustawą z dnia 10 maja 2018 roku o ochronie danych osobowych (Dz. Ustaw z 2018, poz. 1000) oraz zgodnie z Rozporządzeniem Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (RODO).