



ASSISTANT FINANCE MANAGER



Teach
FOR ROMANIA

www.teachforromania.ro



About Us

Teach for Romania is a non-governmental organization, that envisions life opportunities through excellent education for every child in Romania, irrespective of his or her social and economic background.

Our mission is to recruit, train and support young professionals who take ownership for transforming the society, through a leadership development program in education.

The staff of Teach for Romania is comprised of high potential professionals, who work relentlessly to transform the society by being an active part of a movement in education.

For more information, visit: www.teachforromania.org





Your Role

The main responsibility of the **Assistant Finance Manager** will be to offer support to Teach for Romania's Finance Manager, working closely on tasks and projects related to the Finance, Legal and Human Resources areas.

This is a **full time or part time** (6h/day) position, based on availability, **working in Bucharest**.

The role is a **maternity leave replacement**, available for the next ~2 years.



Responsibilities

- Checking **expense accounts**;
- **Checking the invoices** received from vendors and the attributed cost center;
- Completing payments;
- Monthly preparation of the **accounting files**;
- Handling the **archiving of files** related to accounting and human resources;
- Collect the documents related to **salary payments**;
- Offering **administrative support** to the Finance Manager;
- **Corresponding with banks** and other entities;
- Offering support in **drafting the monthly cash flow**;
- Offering support in the **financial audit process**.



Profile

We are looking for **someone with:**

- Microsoft Excel skills – Medium level (e.g. formulas, pivot tables);
- A critical and analytical way of thinking;
- Good self-organizing skills;
- Good English skills;
- Basic skills & knowledge in the field.

Who is:

- A good fit with our culture;
- A person of integrity;
- An optimistic person.

Experience required for this role:

- Work Experience in Finance – minim 1 year OR relevant studies in the field.



Benefits

- A chance to do **high-significance work** in education (more access to excellent education for all children);
- The opportunity to **build up your skills** and develop yourself personally and professionally;
- Access to **training and learning opportunities** inside the organization and from our learning partners;
- An **excellent working environment** in a value-based organizational culture;
- Access to a **global community of experienced and talented specialists** and first-hand innovative approaches and models from the Teach for All network.



Application details

This is a **full time position**, based in **Bucharest**.

The selection process will consist in:

- Screening, according to the application form;
- Online test;
- Phone Interview
- Interview with the Finance Manager;
- Final interview with the Executive Director.

Please send your application **by the 7th of February**, by following the link [here](#).