FINANCIAL SPECIALIST

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

Our mission is to recruit, train and support professionals who take ownership for transforming the society, through a leadership development program in education. After the 2 year teaching program, Teach For Romania supports its alumni, equipped with the experience, conviction, and insights to be a force for change, working across sectors to expand educational opportunity.

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 role ensures financial management for projects in the organization, including the controlling and reporting area.

He/She will be point of contact for the sponsors and will closely collaborate with the Project Managers.

This is a full time position that will be located in Bucharest and will be part of the Central Services team.

Reports to: Financial Manager
RESPONSIBILITIES

- Keeps records of the expenses on the projects for which he/she is responsible, permanently managing the expenses incurred in accordance with the budget of each project;
- Prepares financial reports for the assigned projects;
- Contract management related to the assigned projects (sponsorship contracts, donations, suppliers, etc.);
- Monitors the payments for the expenses related to the projects;
- Draws up and checks the timesheets and prepares the payrolls on projects, if necessary;
- Collaborates, from a financial point of view, with each project manager regarding the development of projects;
- Prepares financial forecasts;
- Ensures document management on projects.
- Assists the financial manager in other activities specific to the financial department (draft and verification of various contracts; preparation and verification of the organization's timesheets; verification of payrolls; monthly and yearly closing process; support in the financial audit process.)
PROFILE REQUIREMENTS

We are looking for a professional connected to Teach for Romania’s vision, a strong believer in teamwork, ready to embrace the role, as well as the NGO environment, approach and mission.

It is mandatory to have:

- Studies in accounting and/or finance;
- Minimum 3 years of relevant experience in the financial or accounting field;
- Solid knowledge of Microsoft Office (especially Microsoft Excel);
- Excellent organizational, planning and time management skills (setting deadlines and respecting plans);
- Entrepreneurial spirit, focused on innovation;
- Ability to navigate complex situations, problem solve and make sound decisions;
- Operational planning skills;
- Budget management skills.

It would be highly appreciated to have:

- Previous experience with grant projects for Norwegian Funds or in NGOs-foundations;
- Excellent Communication skills;
- Driver’s license: B category.
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

Please apply by 10th of January 2024, sending your resume and letter of intention to office@teachforromania.ro.

We will review the applications as we go-basis.
THANK YOU!

WWW.TEACHFORROMANIA.ORG