



# FINANCE MANAGER

JOIN US AND MAKE A  
DIFFERENCE IN THE LARGEST  
**GLOBAL NETWORK** FIGHTING  
FOR **QUALITY**  
**EDUCATION!**



Refresh pentru profesori,  
restart pentru societate

[WWW.TEACHFORROMANIA.ORG](http://WWW.TEACHFORROMANIA.ORG)



## ABOUT US

**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](http://www.teachforromania.org)**.



# YOUR ROLE

We are looking for a professional who is deeply committed to Teach for Romania's vision and strongly believes in high-quality education, easily accessible to all children.

The future **Finance Manager** in Teach for Romania will be a strategic thinker, with fantastic organizational skills and the ability to multitask and adapt in a fast-paced environment. In this role, you should exhibit strong decision-making skills and a deep understanding of the organization.

Your role as an **Finance Manager** will be far from one-dimensional. You'll undertake a wide range of financial tasks, with the goal to ensure the financial management and reporting activities of the company. You will be responsible for budget planning as well as supporting executive management team in offering insights and financial advices that will allow them to make the best business decisions for the organization.

This is a full time position, based in Bucharest, with a hybrid approach on work.

Reports to: Central Services Director



# RESPONSIBILITIES

- Prepare and manage budgets for funding applications submitted by Teach for Romania (corporate, public and European funds, foundations, individual donors)
- Prepare and manage financial reports to Teach for Romania corporate donors
- Manage the annual financial audit of the organization
- Oversee the work of accountants, review financial statements, and prepare reports for upper management
- Manage the Antifraud procedure
- Overview on the contracts that have financial implications (sponsorship, donations, suppliers etc.)
- Validate and manage at the organization level all payments, together with the Executive Director.
- Manage the internal accounting process and overview the externalized accounting process
- Manage the relationship with the banks and other institutions (ANAF, OI, etc)
- Permanently look into strengthening current internal control and process improvement

# PROFILE REQUIREMENTS

## **We are looking for someone with:**

- At least 5 years experience in the Finance and Accounting field
- A degree in the following fields will prove particularly advantageous: Accountancy or Finance, Economic, Mathematics, Business Studies, Management
- An analytical mind
- Negotiation skills and the ability to develop strong working relationships
- Commercial and business acumen
- Good communication skills – both written and verbal
- A keen eye for detail and desire to probe further into data
- Ability to stick to time constraints
- Aptitude in problem-solving and a resourceful mindset
- Strong critical & innovative thinking
- Ability to work autonomously, in a fast faced, dynamic environment
- Desire to work as a team with a results driven approach



# 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, with a hybrid approach on work (3 days per week at the office).

The selection process will consist in:

- HR interview;
- Interview with the Central Services Director (direct manager);
- Online Interview with the CEO.

We will review the applications on an as we go basis. Please send your application to **office@teachforromania.ro** until **23rd of December 2024**.



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