



**Terre des hommes**

Helping children worldwide.

## Finance and Administration Manager

Terre des hommes is hiring a Finance and Admin Manager to join the team in Bucharest. The successful candidate speaks English and Romanian fluently, holds a degree in accounting or finance and has well-honed experience in small to medium grants management.

The role occupant will work mainly on treasury, budgeting, donor, and partners financial management.

If you look for a meaningful job that will make a lasting impact in the lives of children, we want to meet you.

<b>Start date</b>	as soon as possible
<b>Contract</b>	permanent employment contract, full-time
<b>Comp</b>	Range 8500-11000 RON net, private health insurance, accident insurance
<b>Location</b>	Bucharest, hybrid

**Submit your CV at your earliest convenience. We will review applications on a rolling basis. The job remains open until it is filled.**

### BACKGROUND

Terre des hommes Foundation, a member of the International Federation Terre des hommes, is the largest international child rights NGO in Switzerland established over 60 years ago. We operate in over 40 countries with over 100 projects of development aid and emergency impacting over 4 million beneficiaries annually. In Europe our direct assistance projects, strengthening systems and advocacy activities are primarily focused in the areas of access to justice and migration. Terre des hommes has seven offices established in Europe (Moldova, Romania, Ukraine, Hungary, Albania, Greece, and Kosovo,) and is also engaged in projects with partners from other European countries and beyond.

In Romania, Terre des hommes (Tdh Ro) has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: (1) Strengthening child protection and juvenile justice systems, (2) Protection of children affected by migration/trafficking, and (3) Social inclusion of minorities. Every year thousands of children and their families benefit from projects implemented either at a national or regional level.

### ROLE DESCRIPTION

The Finance and Admin Manager will report to the Country Delegate and is responsible for leading the finance teams, ensuring compliance with Tdh's standards and local rules in finance and administrative activities and operational financial management of Terre des hommes in Romania. S/he is accountable for the financial cycle management, budgeting, reporting, cash and treasury, external and internal audit processes.

### MAIN RESPONSIBILITIES

- Responsible to manage the Finance Processes (budget, treasury, accounting, etc.) at the Delegation level and in close collaboration with HQ finance technical referents.
  - Responsible to ensure the finance processes are aligned with the local legislation, Tdh's and donors' standards, regulations, and policies.
  - Responsible to ensure the finance processes are respected at the delegation: revise, communicate and train.
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- Responsible to undertake the necessary actions ensuring Tdh yearly finance cycle is rolled out and aligned with deliverables and timeline.
- Elaborate the Delegation annual budget in line with the strategy and Tdh standards and cycle; ensure its monthly revision, the allocations of the costs are properly done and circulate the update across the various users.
- Lead on the budget elaboration, monitoring and reporting for donors in close collaboration with the programs and support services managers (Logistics, HR, Monitoring & Evaluation, etc.)
- Prepare financial reports and analysis presentations for the management team and headquarter technical referents.
- Lead on the financial audits: coordinate the preparation of the requirements, be the focal point for the auditors, consolidate the results and lead on actions from lessons learnt.
- Manage the finance team: recruitment, objectives, appraisal, and capacity building (team size: 3-5 finance officers)
- Acting as a point of contact for all above mentioned Stakeholders as well to external donors and auditors on matters related to finance.

## YOUR PROFILE

- University Master's degree in business administration, Business Studies, Commerce, Accounting, Finance, Economics, or any relevant discipline from an accredited educational institution Minimum 3 years of experience in financial management capacity, preferably in the non-profit sector
- Strong work ethic and the ability to work well independently and as part of a team
- Ability to organize, manage, prioritize, and follow through on multiple tasks in a fast-paced, deadline-oriented environment
- Proven experience in managing large and diverse teams.
- Strong analytical skills, critical thinking skills, problem-solving skills, leadership, and interpersonal skills; demonstrated ability to lead and work effectively in team situations.
- Ability to uphold high standards and punctuality under pressure
- High proficiency with Microsoft Office Suite, particularly Excel and experience working with an automated accounting and finance software
- Strong oral and written English and Romanian required.

## TO APPLY:

**Qualified applicants are encouraged to submit their CV and motivation in English to [vacancy@tdh.ro](mailto:vacancy@tdh.ro)**

**Please include "Finance Manager", your name and surname" in the subject line of the application email.**

### Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

### GDPR Admin:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

*Due to an anticipated high number of applications, Tdh is not able to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.*

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