

FINANCIAL CONTROLLER

Terms of reference

POSITION

The Financial controller (FC) is responsible and reports to the Financial Director of Foundation Conservation Carpathia, who will assign tasks and duties. The FC will cooperate with all personnel working on this project, both of FCC and of project partners.

PRIMARY ROLE:

- Verifies the existence, sincerity and coherence of the primary documents for the project;
- Centralises the information and makes monthly reconciliation between the accountancy and the project follow up figures;
- Is responsible for the monthly project archive, according to FCC's archive procedure ;
- Follow us up the tax declaration for the project purpose;
- Participates in the project reporting preparation;
- Assists in the project auditing preparation file.

SPECIFIC FOCUSES:

- Participates in elaborating project reports;
- Keep a complete recording of the project expenses;
- Create and maintain an archive of the project's files;
- Carry out any other duties that may reasonably or exceptionally be required to ensure a smooth implementation of the ELP project activities;

QUALIFICATION AND SKILLS:

- University Degree, preferably in the area of finances with a controlling qualification;
- A minimum of two years of relevant working experience in the field of financial controlling;
- A good understanding of the accounting system and knowledge and a proper theoretical knowledge on the finances;
- Good coordination and organisation skills;
- Proficiency in Microsoft Office or similar;
- Fluency (written and spoken) in English and Romanian language;
- Driver's license;