



Chief Accountant

Deadline for applications: until suitable person is found

Work location: EBA head office, Chisinau (mandatory)

Starting date: as soon as possible

Conditions: part-time (60% - 80%), open contract.

European Business Association (EBA) is an independent, non-government organization representing more than 60 companies ranging from large European investors in Moldova, Moldovan companies actively trading with the EU single market and service providers. The EBA's activities aim to improve Moldova's business environment based on European practices, to promote business between Moldova and the European single market and to enhance the capacity EBA's members based on best management practices. The EBA operates under the auspicious of EU Delegation.

Key Responsibilities

EBA is currently looking for a Chief Accountant for its head office. The main areas of this position covers:

- Planning, executing and monitoring all accountancy and budgeting/financial activities at EBA
- Supporting the Lobbying and Advocacy department as well as the EBA Tax & Customs Committee in regard to Tax and Customs Policy matters

In relation to the duties to as Chief Accountant, the person will organize and supervise the following issues:

Activities include:

- ✓ Full responsibility in regard to all financial matters at EBA;
- ✓ Drafting, controlling and supervising the EBA Budget;
- ✓ Execute the appropriate bookkeeping in accordance with the RM legislation; ensure all the necessary entries into the EBA accounting registry;
- ✓ Executing the accountancies of EBA projects funded by international donors
- ✓ Monitoring cash flow;
- ✓ Providing monthly financial reports and other information upon the request of the EBA's Board and the EBA's Executive Director;
- ✓ Heading and supervising the administrative and organizational issues within EBA (Internal and external Procedures, procurements, IT, filing systems, etc.);
- ✓ Payroll and HR Administration
- ✓ Assuring accurate reporting according to the EBA policies towards members and board;
- ✓ Monitoring Tax and Customs Policy issues and supporting the activities of the EBA Tax & Custom Committee.

Qualification, Skills and Experience

Candidates for this position should meet the following criteria:

- Relevant studies in the field of business administration, finance management or similar, or other studies which qualify for the position;
- Minimum 3 - 5 years of relevant experience of accountancy;
- Verbal/written English communication skills,
- Work experience in working in an international NGO/association scenario is an asset.

He/she has to be able to work 'hands-on' and as part of a small intercultural team. He/she must be able to complete a wide range of activities requiring clear communication, excellent organizational skills and attention to detail.

The Chief Accountant reports in cooperation with the Executive Director to the Financial Review Group of the EBA Board, in coordination with the EBA Executive Director.

To apply, please send your CV, covering letter, the name of a reference to info@eba.md