



Financial/Project Assistant

Vacancy Announcement

Co-PLAN is a non-profit organization that has contributed to sustainable development by enabling *good urban and regional governance*, tackling key environmental issues, developing civil society, impacting policies, and promoting community participation knowledge-making since 1995.

At the core of Co-PLAN's activity is the work with people and institutions, to foster tangible social transformation and positive change on the ground by inducing change-driving knowledge in our society for smart management of our habitat. Co-PLAN fulfils this mission through means of pilot activities and advisory services financed by national and international institutions and direct involvement with communities, local government units and other non-governmental organizations in the field of urban and regional management, environmental management, and municipal finance.

Co-PLAN is announcing a vacancy for the position of "Finance/Project Assistant", with details as follows:

Main Duties and Responsibilities

- Perform daily financial and logistical tasks on project level;
- Accounts processing and reconciliation;
- Preparation of monthly and quarterly project financial reports;
- Preparing and ensuring accurate and timely processing of all financial and administrative related documentation and maintaining accounting records;
- Project cash flow management;
- Project budgeting and forecast;
- Follow the Project policy documents and guidelines on financial rules;
- Perform all other duties assigned;



Qualification and skills:

- A Bachelor's Degree in Finance or Economics is required for this position
- At least 1 **years** relevant professional experience in relevant discipline
- Working knowledge of English (absolutely required).

General professional experience:

- Experience with standard accountant software.
- Experience of accountant administration in non-profit organisation would be an asset.

The Financial/Project Assistant should demonstrate excellent numeracy skills, accuracy and confidentiality, attention to details, effective communication, analytical thinking, and computer competences.

Application procedure

To apply for this position please send the following:

- A cover letter expressing your interest (written in English);
- A CV (including referee contact details) and letters of references if available (in English);
- A copy of your academic diplomas;
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until **September 25, 2020, 17:00h**. Co-PLAN is an equal rights and opportunities employer. Only those who fulfil the requirements specified in this Terms of References are encouraged to apply. ONLY short-listed candidates will be contacted for the second stage of the selection process.

All applications are to be sent to: **co-plan@co-plan.org**