



Financial Officer

Foundation Overview

The Roma Education Fund (REF) was created in the framework of the Decade of Roma Inclusion in 2005. Its mission and ultimate goal is to close the gap in educational outcomes between Roma and non-Roma. In order to achieve this goal, REF provides grants, technical assistance and policy advice to governments and civil society organizations in 16 countries of Europe. The headquarters of REF is located in Budapest, Hungary.

Position

The Financial Officer will be a part of the Financial and Administration Department of REF. The Financial and Administrative Department is responsible for the overall financial management of REF, including the grant making, grant monitoring, contracting and risk management processes. Under the general supervision of the Chief Financial Officer, the Financial Officer will support financial management tasks and monitoring activities, financial management of educational projects implemented by REF and will be in regular contact with REF staff and beneficiaries in the 16 countries of operations.

Responsibilities

His/her responsibilities will include, but be not necessarily limited to, the following activities:

General financial management

- Preparation and management of bank transfers;
- Preparation of documents for bookkeeping and accounting;
- Maintaining contact with accountants, service providers;
- Assistance in the development and maintenance of the internal financial and controlling systems;
- Preparing contracts for REF suppliers and other partners;
- Assistance in the preparation of periodic management reports;
- Assistance in the preparation of financial reports prepared to donors, including reporting on projects, expenditures, budget vs spending;
- Keeping contact on financial management and related matters with REF country coordinators and facilitators working in the countries of operations.

Projects/Grants Financial Management

- Preparation and review of project budgets;

- Contracting approved grants and releasing disbursements;
- Keeping track and review of financial documents to be received from beneficiaries;
- Financial monitoring of REF projects to check the proper use of REF funds, perform periodic progress, budget reviews, conduct financial review and assess the financial health of organizations;
- Providing capacity building and advice for beneficiaries related to financial management.
- Preparation of Payment Request Forms related to grant installments and maintenance of Grant Installment Tracker file
- Review of periodic financial reports from grantees and project partners and installment schedule of grant/other projects and track payments

Qualifications

- BA or MA degree in Finances, Accounting or similar fields;
- Minimum of three years of experience working in any of these or related fields;
- Fluent written and spoken English. Working knowledge of Romanes and/or any language spoken in countries of Central and Eastern Europe in which REF is active is considered as an advantage;
- Good analytical skills and attention to details;
- Ability to work in a multinational team, under pressure, large number of tasks and meeting tight deadline;
- Ability to build and manage relationships within and outside the organization
- Project management skills;
- Solution and action orientation;
- Excellent knowledge of Microsoft Office programs;
- Ability to read and analyze financial statements
- Knowledge and experience in capacity building with external clients;
- Familiarity with the Decade of Roma Inclusion and working with Roma NGOs would be advantage.

Please send your professional CV as well as a covering letter explaining what makes you suitable for this position, to recruitment@romaeducationfund.org.

Please put 'Application for Financial Officer' in the subject line of the email. We thank all applicants for their interest, but only those selected for interviews will be contacted.