



**CARE International Balkans**  
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## Job Announcement

CARE International Balkans is an equal opportunity employer and is seeking a qualified candidate for **FINANCE OFFICER** in its Office in Sarajevo.

**Summary** – *Based in Sarajevo Office, Finance Officer is responsible for the overall financial assistance of the CARE International in the Balkans. S/he reports to CARE International Balkans Regional Finance Controller. Finance Officer processes all transactions for CARE projects managed from HQ as well as the Program Office related transactions. Finance Officer is responsible for projects and office related accounting. S/he provides accurate financial information, assists Project Managers in budget and sub-grants' management, monitors their financial reports on the CARE projects. Finance Officer assists Regional Controller and Regional Director by providing timely and accurate financial information important for the Program Office management and regional CARE International Balkans budget and financial report.*

### **FINANCE OFFICER:**

#### **The Position**

Reporting to the Regional Finance Controller, this position will be responsible for providing administrative support related to finance including processing payments to vendors, CARE employees, sub-grantees financial report expenditure verification through Accounts Payable Module, encoding of all transactions in to the financial information system "Oracle People Soft", monitoring of treasury operations and correctness of bank balances, processing of Payroll, all benefits and all tax payments in accordance with policies, recording GL transactions, maintenance of financial filing system, VAT refund on project where applicable and liaison with external accounting firm.

The position will be based in CARE's Sarajevo office. The occasional travelling to and within the project area of responsibility is foreseen.

#### **Qualifications/Skills**

University degree/diploma and/or equivalent experience in Finance/Accounting tasks, preferable with INGO; Minimum 2 years experience in related Finance/Account activities, "People Soft" financial program knowledge is desirable; Excellent command of oral and written local and English language; Knowledge of MS office software.; Personality and skills to work proactively and under tight deadlines; Basic knowledge of the local Finance/Accounting regulations and taxation.

#### **Effective Date for Positions:**

Any interested candidates should forward their CV and a Cover Letter in English language to the Human Resources Department at CARE International, Hasana Kaimije 11, 71000 Sarajevo, Bosnia & Herzegovina or by e-mail to [human.resources@care.ba](mailto:human.resources@care.ba) no later than **6<sup>th</sup> February 2022**. No telephone enquiries please. Only candidates short-listed will be notified.