Drug Policy Network South East Europe
Pregrevica 35, 11080 Belgrade, Serbia
www.dpnsee.org, office@dpnsee.org

Call for the Financial and Administrative Officer

The Drug Policy Network South East Europe is an initiative of NGOs from the countries of South East Europe. Currently, there are 22 full members of the Network coming from Albania, Bosnia Herzegovina, Bulgaria, Croatia, FYRO Macedonia, Greece, Kosovo*, Montenegro, Romania, Serbia and Slovenia. The Network organisations are primarily providers of preventive, therapeutic, harm reduction and rehabilitation services, focused on supporting drug users and connected key affected populations.

Tasks

Tasks of the Financial and Administrative Officer include:

- Executing payments in accordance with the budget of the Network and every particular project
- Assisting the Executive Director in budgeting, financial control, monitoring and auditing
- Ensuring that all data are archived and organized so that access is fast and simple
- Providing and interpreting financial information
- Developing external relationships with appropriate contacts e.g. auditors, solicitors, bankers and statutory organisations
- Monitoring budget expenditures and maintaining a proper record of approved project budgets and their revisions and producing accurate financial reports to specific deadlines
- Keeping abreast of changes in financial regulations and legislation
- Preparing requests for advance and/or direct payments
- Preparing proposals for budget revisions
- Responding to queries from the governments and donors, in close cooperation with the Executive Director, with respect to financial aspects of the programme
- Handling correspondence, answering telephone calls and taking messages, typing/document processing, filing documents, organising and storing paperwork, documents and computer-based information and managing databases
- Maintaining diaries, arranging appointments, organising and servicing meetings (agenda, taking minutes), booking transport and accommodation for staff and for meetings and conferences
- Regularly communicating and cooperating with other Staff members, Board and members of other bodies of the Network, member organisations, suppliers and clients
- Administering projects, especially the project "Strengthening NGO capacity and promoting public health and human rights oriented drug policy in South Eastern Europe"
- Undertaking other financial and administrative tasks on an ad hoc basis

Reporting and outputs

The Financial and Administrative Officer is responsible to the Executive director.

Place of assignment

The place of assignment of the Financial and Administrative Officer is the DPNSEE Office in Belgrade, Serbia.

This project is funded by the European Union

Timeframe

The Financial and Administrative Officer expected to work 80% of working time.

The Financial and Administrative Officer will be engaged for the period September - December 2018.

Experience and Category of the Financial and Administrative Officer

The proposed Financial and Administrative Officer shall have the professional qualifications and experience required to successfully cover all the tasks as indicated in this Term of Reference.

Knowledge, Skills and Abilities

Ability to operate computerized spreadsheet and word-processing programs at a highly proficient level; bookkeeping skills; analytical and problem solving skills;

Ability to communicate effectively in English language; effective written, verbal and listening; communication skills; creating and assessing financial statements and budget documents.

DPNSEE encourages people who use drugs and members of other vulnerable populations to apply for jobs.

Minimum Qualifications

Bachelor Degree in economics/finance or equivalent
Minimum of three (3) years of financial experience and management
Experience with the day-to-day financial operations

Procedure

Applications must be submitted in writing including a CV indicating the work experience and qualifications and a description of the motives for applying.

Applications should be sent by electronic mail to the following address: office@dpnsee.org.

The deadline for submission of applications is Monday 27 August 2018, at 12:00 CET (local time in Belgrade, Serbia).

A selection committee will invite a number of candidates for an interview which will take place in Belgrade or via Skype by the end of August 2018.

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