



Finance Officer (m/f)

Dogs Trust Worldwide Foundation Bosnia (DTWFB), Sarajevo

Job Title: Finance Officer

Reporting to: Head of Admin Department

Location: Dogs Trust Worldwide Foundation Bosnia (DTWFB), Sarajevo

Dogs Trust is a world-renowned UK-based animal welfare charity which specializes in the well-being of dogs. A multi-year project in Bosnia-Herzegovina, officially launched in October of 2012, works closely with local stakeholders in establishing a self-sustainable dog population management system through several different local and national programs. The Administration Department organizes, supports, and coordinates all activities that relate to administration, including procurement and warehousing/inventory, finance, and human resources functions.

Job Summary:

Finance Officer assists the Head of Admin Department in activities required for Foundation to operate efficiently, cost effectively and in compliance with the organization policies as well as the local laws.

Main Duties:

- Managing invoice payment process - checking the correctness of the invoices and the completeness of the supporting documentation, coding, uploading to electronic archive and preparing payment orders in the e-banking system.
- Manage Petty Cash, including monthly reporting
- Record all financial changes in the bookkeeping/ financial software (accounts payable/ receivable, general ledger, expenses module)
- Perform bank and cash accounts reconciliation, as well as reconciliation of balance sheet/ control accounts
- Update financial spreadsheets with daily transactions
- Support month - end financial procedures
- Support preparing annual financial statements and other reports as per request
- Support monthly payroll process
- Keeping all accounting records provided for by local statutory requirements
- Monitor the cash flow and ensure adequate level of liquidity in DTWFB in consultation with budget holders

- Liaise with the bank, accounting agency, tax authorities and other parties
- In cooperation with accounting agency, prepare accounting records required for the control of competent inspection authorities and/ or external financial auditors; within the scope of his/her competence, ensures that the control is carried out in accordance with legal regulations
- Develop and perform revision of Foundation's finance related rulebooks and policies in cooperation with accounting and legal advisors; Develop and perform revision of Foundation's finance related standard operating procedures
- Ensure financial operations are following relevant local statutory requirements and Foundation's policies
- Assisting with any other duties as required

Qualification:

- At least 3 years of experience as finance assistant, finance officer or similar role, preferably in an accounting agency
- Good knowledge of accounting and bookkeeping procedures, fiscalization and VAT system
- BSc degree in Finance, Accounting or Economics is an advantage
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Working knowledge of English language is required
- International background is an advantage
- Valid driving license
- Attention to detail, with an ability to spot numerical errors
- Excellent organizational skills
- Ability to anticipate problems and react proactively
- Ability to remain calm under pressure, be self-motivated with methodical approach
- Strong people skills, including ability to effectively communicate with people from various backgrounds

The position is full-time, fixed -s term contract, and based in Sarajevo Canton.

To apply please send your CV with Cover Letter and references (all in English), via option "PRIJAVI SE NA OGLAS" no later than 13.12.2024

Only shortlisted candidates will be contacted.

Lokacija: Sarajevo
Datum objave: 06. Dec 2024.
Datum isteka: 13. Dec 2024.