

We are currently looking for a Financial Manager at Transparency International Hungary

Transparency International Hungary (TI-Hungary) is recruiting a senior expert to manage the organisation's finances.

Main functions:

1. Direction of TI-Hungary's finances
2. Management of TI-Hungary's cash flow
3. Oversight of TI-Hungary's financial compliance

Starting date: as soon as possible

Duration: Indefinite duration

Further responsibilities include but are not limited to:

- Preparation of TI-Hungary's yearly budget
- Planning and monitoring of TI-Hungary's cash-flow
- Pre-emptive assessment of the financial compliance of TI-Hungary's contracts
- Preparation of project budgets
- Preparation of financial reports and narrative financial reports of TI-Hungary's projects
- Cash management, invoicing
- Execution of payments
- Preparation of briefing reports on TI-Hungary's financial performance
- Preparation of TI-Hungary's financial by-laws, management of financial records
- Preparation of TI-Hungary's yearly reports (financial report, public benefit audit report, etc.)
- Cooperation on a regular basis with TI-Hungary's external accountant

Requirements for the position:

- A degree preferably in economics or finances (not excluding those who have a different degree)
- Minimum five years' related work experience in financial management of organisations
- A profound and up-to-date knowledge of and expertise in Hungarian financial regulations
- Good management skills which include team-working abilities, and the ability to work to tight deadlines
- Fluency in Hungarian and English (spoken, written)
- Open to new challenges and ready to learn
- Working knowledge of basic IT skills: MS Office (word, excel, power point)

An advantage for candidates:

- Experience in the financial management of non-governmental public benefit organisations
- Experience in the planning and preparation of project budgets
- Knowledge of and expertise in European Union financial regulations

To apply:

Qualified candidates are welcome to submit, preferably via email, a cover letter (between 300 and 600 words in English) and a CV to: diana.sebestyen@transparency.hu

Candidates who apply for this position as a part time job are not excluded.

NEW EXTENDED DEADLINE FOR APPLICATIONS: 21 July 2017

Please note that only short listed candidates will be contacted.

To learn more about our organisation, please visit our website at www.transparency.hu.

To learn more about TI-Hungary's finances, please check our [annual reports](#), and the [description of our financial management](#).