

### *Vacant Position: Financial manager*

Civic Alliance is one of the leading Montenegrin NGOs in the area of human rights protection. CA's intention is to intensify work in supporting the rights of individual citizens towards the state system. We also work on strengthening the interaction between the citizens and public bodies, through active public advocacy and constructive critical approach. Mission of Civic Alliance (CA) is to efficiently contribute to establishing civil and democratic society, through strengthening capacities and support to civil initiatives, protection and promotion of human rights and the control of work of public institutions. Values we promote - truth, justice, peace, tolerance, responsibility, equality, team work, activism, transparency, constant learning, and cooperation. CA vision is Montenegro as civil and democratic society based on the rule of law. Montenegro is developing as the society of active and informed citizens while public institutions function in accordance with positive legal regulations aiming at achieving public interest.

CA is seeking a **full-time financial manager** as the support to work of Financial director.

**Financial manager** will be part of the office team with focus on administrative and financial aspects of the EU funded projects. Duration of the employment contract is not limited, with probationary period of three months.

- **Position profile:** • Supporting the implementation of activities in terms of logistics, financial administration, various forms of organizational support • Communication in English and Montenegrin language with local partners and other offices in Serbia and Albania regarding the implementation of activities • Reports to Financial Director • Traveling in the Western Balkans region if necessary • Have secondary responsibilities for sub-areas of a technical or financial nature;
- **Requirements:** • Experience with the EU funded projects • Educated to university degree level in a relevant discipline • At least 3 years first-hand experience of implementing projects, including field management experience in Western Balkans programs with the focus on the field of CA • Team player with excellent communication skills, with social and intercultural competencies; • Skilled in computer software application (e.g. MS office); • Very good English written and oral communications skills, Montenegrin native speaker; • Citizenship of Montenegro;

We offer:

- A full time job
- Net salary subject to negotiation - depending on qualifications and experience;
- Social benefits – including health insurance

Your application: Please, send a CV and 1 page motivational letter by email to [office@gamn.org](mailto:office@gamn.org), subject: „Financial Manager – last name, first name”, no later than 31<sup>st</sup> May 2015.

The job interviews candidates, for shortlisted will be scheduled in the period from 03-04 June 2015. Only shortlisted candidates will be informed. No phone enquiries.