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## Finance Manager (80%)

Konrad-Adenauer-Stiftung (KAS) is announcing an opening for the position of **Finance Manager** in the EU-funded project “Empowering Civil Society for Inclusive Community Development in Uzbekistan”. The project starts on **1<sup>st</sup> of February 2025** for an overall duration of **24 months part-time position (80%) plus 2 additional months of 50% involvement**.

The European Union (EU) funded project “Empowering Civil Society for Inclusive Community Development in Uzbekistan” aims at enhancing civil, political, social, economic, and cultural rights in Uzbekistan while empowering local CSOs to promote youth inclusion, gender equality, media literacy, and environmental sustainability. The project is implemented by the Consortium led by the Konrad-Adenauer-Stiftung (KAS) in cooperation with Yuksalish.

### Description of the position:

A Finance Manager is responsible for the financial administration of the whole project including accounting of the project’s expenses and the preparation of accounting documents; liaising with project partner, external service providers and associates and collect and book accounting documents, receipts, etc. and to liaise with external auditors for the project.

The position will be based in the project’s office in Tashkent, Uzbekistan and will report to the Project Director and backstopping offices in Berlin and Brussels. The duration of the position corresponds to twenty four (24) months – February 1, 2025 – January 31, 2027. Plus two (2) months February 1, 2027 – March 31, 2027 50% for preparation of final report, expenditure verification and project closure.

### Duties and responsibilities:

- Handle the full spectrum of financial and accounting responsibilities of the project;
- Control payments (bank, cash and cheque) and manage the project cash box including online payments;
- Verify project costs and receipts in line with KAS/EU procedures and guidelines;
- Prepare monthly, quarterly and annual financial plans and reports for the approval of Project Director;
- Work professionally with the KAS bookkeeping system (fav2) for accounting all project expenses (incl. obtaining a qualification for the system after training);
- Ensure procurements procedures of project assets, goods and services for the project according to KAS and EU rules;
- Maintain the integrity, confidentiality and safety of financial data;
- Ensure that accurate and up-to-date records are kept on all financial activities
- Communicate with backstopping office in Berlin in all financial management matters; advance control of supporting document to project expenses submitted by project partner’s office with respect to EU and KAS guidelines and procedures;
- Assist and mentor staff members regarding internal controls, procedural problems, interpretation of financial reports, contracts, and various regulations;

- Support external and internal auditors with all relevant information for interim and final auditing;
- Transfer advanced payments to partner accounts
- Establish and maintain various systems of internal control for all EU Project funds

**Qualifications and skills:**

- Degree in Accounting or similar from an accredited academic institution;
- At least 5 years of relevant professional work experience in the field of project financial management and accounting;
- Relevant experience in audit and costing;
- Experience in international or EU-project accounting is considered as an asset;
- Knowledge of basic computer operation as it relates to accounting procedures;
- Knowledge in performing financial, statistical, and budgetary analysis for the project;
- Experience in the field of project accounting and finance management;
- Excellent budgeting, book-keeping and accounting skills;
- Good conceptual and analytical capacity;
- Ability to communicate detailed accounting information;
- Ability to establish and maintain effective working relationships in a multi-cultural project environment;
- Ability to work independently and highly meticulous;
- Very good written command in English and Uzbek;
- Written and spoken command in German and / or Russian language is considered an asset but not obligatory.
- Consistently fosters a culture of collaboration and supports team goals

Interested candidates are welcome to submit an updated CV in English to [andre.algermissen@kas.de](mailto:andre.algermissen@kas.de)

Supporting documents (if any) will be requested at the later stage.

Applicant should indicate “**EU funded project: Finance Manager – KAS Tashkent**” in the subject line.

**The deadline for the submission is 26, January 2025, 21:00 Tashkent time.**

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