**Electoral Support project in North Macedonia**

**Terms of Reference**

**SENIOR FINANCE AND ADMINISTRATION MANAGER**

The program aims at supporting democratic and credible election processes that facilitate political participation and social integration by enabling voters to freely select their representatives and hold them accountable. The Senior Finance and Administration Manager will support the Team Leader as well as the Senior Program Manager and Social Inclusion Advisor in the management of the project. This role will be pivotal in ensuring the efficient financial management of the project, while also contributing to strategic financial planning and decision-making. S/he will be responsible for implementation of financial operations, procurement, administration, compliance, reporting and provide guidance, quality assurance to, and closely cooperate with, the project partners/subcontractors.

Key responsibilities will include:

* Manage project budget in compliance with donor’s regulations and guidelines, including creating budgets for planned activities, tracking expenditures, reporting and advising senior project management and subcontractors/partners on best approaches for delivery.
* Ensure that all financial transactions for the country office are in compliance with IFES and donor’s regulations and policies by submitting complete, accurate and timely financial reports.
* Sustain the quality of the financial management of the project, including through adaptation to changing operational demands and organizational capacities.
* Maintain office accounting, including submitting funding requests, managing bank account reconciliations and local staff and consultants’ payroll, petty cash accounts, expense reports, vendor payments
* Coordinate with IFES HQ and/or support the preparation of financial reports and accruals, and assume responsibility for submitting financial reports and tax reporting in timely manner
* Under IFES HQ guidance, manage all procurement, HR and other administrative processes.
* Overseeand provide necessary guidance with regard to the financial management and procurement processes in the frame of the project, including subaward/subcontract/grant agreements (disbursements, compliance, and financial reporting).
* Provide guidance and mentoring support to project team and partners/subcontractors on financial management in line with IFES rules and procedures and donor’s compliance.
* Build collaborative relationships with project interlocutors, service providers and partners, local banks and tax authorities
* Prepare for and facilitate audits, both internal and external; ensure that audit findings are appropriately addressed.
* Implement and maintain internal controls to prevent fraud, misconduct and ensure that the project's financial and procurement practices are compliant, transparent and accountable.
* Oversee all office administration, logistical and travel arrangements.
* Other tasks assigned by the Team Leader.

**DURATION:** The Senior Finance and Administration Manager is expected to start the assignment in December 2023, with a probation period of three months and possibility of extension, pending successful probation period and confirmation of availability of funds, until December 2027.

**QUALIFICATIONS**: To be legally allowed to work in the Republic of North Macedonia; Bachelor degree in economics, management or similar; 10 years of progressive finance experience in the non-profit sector; 5 years of experience in overseeing the management of finances of subcontractors/partner organizations; Knowledge and experience in managing multi-year and multi-million dollar projects involving international partners/donors; Experience in financial statement preparation and analysis, accounting system implementation, design and workflows; Excellent attention to detail and analytical skills; Excellent planning, management and coordination skills, and ability to manage varying and changing tasks and responsibilities. Strong ability to communicate in English and proven ability to work successfully in a team and deliver the tasks in a timely matter.

**Remuneration**:

The position is governed by the North Macedonia Employment law and it provides social and health security.

**Deadline for applying**:

Interested candidates should apply not later than October 30, 2023.

**To apply**:

Please send a letter of interest, curriculum vitae and at least three (3) professional references with contact information to IFES at [ifes.nmk@ifes.org](mailto:ifes.nmk@ifes.org) when applying. Only the candidates that fulfill the required conditions shall be invited for an interview. IFES expects to complete selection by mid-November 2023, but reserves the right to extend the period of time for selection. If there is no candidate who fulfills the conditions of the announcement, the announcement will be repeated. Please note that incomplete and untimely applications will not be considered.

IFES reserves the right not to select an applicant for the advertised position.