

# CEE Bankwatch Network is seeking a “Finance Director”

**Deadline: February 3rd, 2020 (start date as soon as possible)**

**Based in: Prague**

CEE Bankwatch Network campaigns to prevent environmentally and socially harmful impacts of international development finance, and to promote alternative solutions and public participation. It unites 16 member groups in 14 countries in Central and Eastern Europe, the Caucasus and Russia. Our headquarters are located in Prague, Czech Republic, but our staff is based in offices across the region. We work with partner organisations ranging from Africa to Central Asia, monitoring public finance projects and promoting environmentally, socially and economically sustainable alternatives. Our diverse staff and its expertise enable Bankwatch to work on a wide range of issues ranging from air pollution to land rights and EU decision-making. Please see [bankwatch.org](http://bankwatch.org) for more information.

The Finance Director will lead the 8-member Finance and Administration Team, will be responsible for managing a budget of roughly EUR 2 million, and works closely with Project Leaders and Fundraising Team. The Finance Director reports directly to the Executive Director.

## **Key responsibilities:**

- Development and supervision of the execution of Bankwatch annual budget in close collaboration with the Fundraising and Campaign Teams
- Coordination of Finance and Administration Team and supervision of its members
- Communication with the Management Team, the Executive Director and Executive Committee (Board) on financial issues, as well as on other relevant issues
- Ensuring that the Bankwatch financial and administrative documentation is in line with legal and donors' requirements
- Supervision of development of project budgets in line with donor requirements
- Responsible for accounting year closure and projects closure
- Liaising with auditors, donors and external authorities on behalf of the Bankwatch Finance Team
- Developing budget management tools for project and campaign leaders
- Supervision of the implementation of the HRM system in Bankwatch

## **Essential requirements:**

- Commitment to the values, vision and mission of CEE Bankwatch Network
- At least 5 years of experience with Financial Management
- Experience in project management
- Experience with accounting and human resources management is an advantage
- Excellent oral and written communication skills in English, understanding of Czech language is an advantage
- Ability to work both independently and as part of a team
- Motivation to exchange with and learn from colleagues and a pro-active but sensitive and fair approach to colleagues and partners

The position is based in the Bankwatch office in Prague

We offer a salary between 54 000 - 65 000 CZK gross per month, based on full time, depending on experience

Bankwatch strives to provide equal opportunities to all applicants

Send your motivation letter, including a CV, by February 3rd, 2020 to: [jobs@bankwatch.org](mailto:jobs@bankwatch.org)

Interviews are scheduled for the week of 10 February