



**Terre des hommes**  
Helping children worldwide.

## Finance and Administration Manager

Terre des hommes is looking for a proactive and dynamic professional to join the team in Bucharest. The successful candidate speaks English and Romanian fluently, holds a relevant degree in accounting or finance and has well-honed experience in small to medium grants management.

- Start date** as soon as possible  
**Contract** permanent employment contract, full-time  
**Benefits** Private health insurance, accident insurance  
**Location** Bucharest, at Tdh office, one day / week work from home

Send your application as soon as possible. The job remains open until position is filled.

### WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection and health projects, we provide assistance to over three million children and their families in almost forty countries each year.



In Europe, Tdh has been reorganized in line with its regionalization strategy which foresees the development of a regional hub operated from Budapest and two multi-country delegations (MCD East composed of Romania, Moldova and Ukraine and MCD South composed of Greece, Albania and Kosovo). The work of Tdh in Europe is guided by its innovative programmatic approach.

In Romania, Terre des hommes (Tdh Ro) has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: (1) Strengthening child protection and juvenile justice systems, (2) Protection of children affected by migration/trafficking, and (3) Social inclusion of minorities. Every year thousands of children and their families benefit from projects implemented either at a national or regional level.

### ROLE DESCRIPTION

The Finance and Admin Manager is responsible for the efficient management of all financial and administrative activities of Terre des hommes operations in Romania. S/he is accountable for the financial follow-up, reporting, internal procedures Admin as well as accurate and timely cash management and management of external and internal audit processes.

The Finance and Admin Manager directs all accounting function at the country level and is given core oversight of the budget to ensure that the country programs achieve cost recovery targets.

---

## MAIN RESPONSIBILITIES

- Directs and organises the administrative and financial service of the delegation and field offices (general accounting, administrative and budget management) in close collaboration with the Country Representative, and Senior Management Team Members.
- S/he is the direct interface between Tdh Romania and the EE Multi-Country Delegation (EE MCD) and/or field donors as regards to financial reporting. In his/her capacity, the Finance Manager reports to the Country Representative and MCD Finance Manager and provides multi-base, multi-donor and/or multi-partner supervision and follow-up for the projects.
- S/he is responsible for the implementation of the strategy and the development and managerial coordination of the administrative teams under his/her responsibility.
- S/he is able to make independent decisions and actions in his/her field of activity.
- S/he supports and validates the quality of the work done by the team as regards to Tdh's mandate, commitments and international standard.

## YOUR PROFILE

- University degree (Master or equivalent) from an accredited educational institution in a relevant field (finance, management, accounting, law etc.)
- Minimum 3 years of experience in financial management capacity, preferably in the non-profit sector and with and international NGO
- Strong work ethic and the ability to work well independently and as part of a team
- Ability to organize, manage, prioritize, and follow through on multiple tasks in a fast-paced, deadline-oriented environment
- Ability to uphold high standards and punctuality under pressure
- Team leadership experience
- High proficiency with Microsoft Office Suite, particularly Excel and experience working with an automated accounting and finance software
- Strong oral and written English and Romanian required.

## TO APPLY:

**Qualified applicants are encouraged to submit their CV and motivation in English to [vacancy@tdh.ro](mailto:vacancy@tdh.ro) Please specify in the letter your desired salary range.**

**Please include "Finance Manager", your name and surname" in the subject line of the application email.**

### Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

### GDPR Admin:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

*Due to an anticipated high number of applications, Tdh is not able to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.*

---