



Vacancies for Staff Positions

10-06-2025

Financial Manager

Position Title: Financial Manager

Location: Vilnius, Lithuania or Warsaw, Poland

Duration: till 14 July 2026

Workload: 100%

Indicative starting date: August 2025

Deadline for submissions: Reviewed on a rolling basis – **10 July 2025** (final deadline)

Reports to: Director and managerial unit

Overview: The Financial Manager will provide comprehensive financial support and management for international project Belarus Beehive “Supporting civil society as a key driver of democratic transformation of Belarus” ensuring compliance with financial procedures and monitoring project expenditures. The role is critical in supporting the activities of the partner organization, particularly in managing budgets, financial reporting, and cash flows in accordance with EU PRAG rules.

Key Responsibilities:

- Provide full financial support to the activities for which the partner organization is responsible, including tasks related to re-granting.
- Monitor cash flows, predict future trends, and analyze factors influencing project performance.
- Conduct reviews and evaluations for cost-reduction opportunities and for timely identification of necessary budget adjustments.
- Supervise the public procurement for works and services on behalf of the partner according to PRAG rules.
- Ensure timely and accurate preparation and execution of money transfers to external contractors, subgrantees, and for staff and service payments.
- Prepare quarterly, annual, and final financial reports on behalf of the partner in a timely manner.
- Collaborate with the Senior Grant Manager on issues related to contracts, payments, and maintaining financial records for project subgrantees.
- Prepare for project expenditure verification and scan supporting documents; participate in coordination activities.

Required Skills and Experience:

- Higher education in a relevant field, with at least 5 years of experience in financial management and planning, preferably in the non-profit sector.
- Proven experience with EU-funded projects and thorough knowledge of The Practical Guide to Contract Procedures for European Union External Actions (PRAG).
- Familiarity with the political, economic, and social context of Belarus.
- Proficiency in learning/using financial management software.
- Strong analytical skills and ability to handle complex financial data.
- Excellent verbal and written communication skills in English and Belarusian.

Desirable Qualities:

- Detail-oriented and highly organized.
- Ability to work independently and as part of a team.
- Strong problem-solving skills and the ability to manage multiple tasks simultaneously.

Offered Remuneration

- 3000 EUR per month (gross amount)

Application Procedure

- Send your **CV** and **Motivation Letter** (in English) to jobs@belarusbeehive.eu with reference **“Financial manager”**.
- Cover Letter must explain how your skills match the duties and responsibilities.
- Include **contact details of two references**.
- Only shortlisted candidates will be contacted.
- Applications will be reviewed on a rolling basis. Final deadline: **10 July 2025**.

After receiving expressions of interest in the competition, the Selection Committee will conduct interviews and negotiations with shortlisted candidates and approve the final list of pre-selected consultants for concluding framework contracts with them.