

**Expertise France (EF)** is a public agency created on January 1<sup>st</sup> 2015, and it has joined AFD Group as of January 1, 2022. EF offers program engineering and technical assistance by developing and implementing international cooperation actions worldwide. Expertise France is the French public agency for international technical assistance.

Expertise France supports its partners and clients in **implementing public policies** in the areas of sustainable development, economic development, public finance, **governance** and human rights, social protection and employment, health, and issues relating to stability, safety and security.

Expertise France recruits: **Accounting/Treasury Officer** for its activities in Moldova to cover the administrative and accounting needs within a shared office based in Chişinău.



EUROPE



MOLDOVA



CHISINAU

## Job description

The Accounting/Treasury Officer will be responsible for the administrative and accounting aspects of projects implemented by the shared office of Expertise France in Moldova. Based in Chişinău, he/she will be placed under the supervision of the Administrative and Financial Manager and will work closely with the other departments of the shared office, as well as with the headquarters of Expertise France, located in Paris.

More specifically, the Accounting/Treasury Officer will be responsible for:

### **Accounting management:**

- Issuance of invoices and expense reports;
- Ensure the accounting of expenses, as well as the provision of the expense journal (JDD), accounting reconciliations, and analytical corrections;
- Carry out the verification, classification, and archiving of supporting accounting documents;
- Prepare payment authorizations (BAP) from headquarters (of any amount) and up to €40K in the field;
- Consolidate and ensure the sending of the monthly accounting package to the Financial Department (Treasury Management File (FGT), bank statement, BAPs) and its archiving, under the supervision of the field Administrative and Financial Manager ;
- Monitoring with the head office of unidentified receipts;
- VAT tracking

### **Managing Payments**

- Ensure the creation of third-party records ATLAS (Request form for the creation of third parties completed by the field and sent to the CFO for the creation of the third party in Atlas);
- Ensure the verification of the compliance of third-party supporting documents;
- Make payments from the local bank account (including BAP made via ATLAS: cash, transfers, credit cards, cash register) and the cashier, in accordance with internal procedures;

**Cash Management:**

- Carry out monthly bank reconciliations and ensure account funding requests (in connection with the Administrative and Financial Manager);
- Manage local cash register(s), carry out monthly cash registers;
- Monitor the cash flow of the various projects (receipts, advances, implementation of payments).

**Audit:**

- Support the smooth running of internal and external audits (preparation, provision of supporting documents and other documentation)

**Applicant profile****Qualifications and Professional experience**

- Bachelor's degree in administrative management and accounting, financial management, or any other diploma related to the position;
- At least 3 years of experience in a similar position;
- Good knowledge of the audit processes of the main funders and proven ability to ensure high-quality administrative and accounting control;
- Experience in international project management and knowledge of public funding requirements, as well as institutional (EU) donor rules is a plus.

**Skills:**

- Very good knowledge related to auditing and internal control
- Excellent command of office tools, particularly Excel and Word.
- Organizational skills: autonomy, rigor and method, sense of responsibility;
- Communication skills: diplomacy and ability to communicate with private or public, local and international partners;
- Team spirit;
- Excellent analytical and writing skills;
- Proficiency in Romanian and English; fluency in French is an asset;
- Ability to work effectively in a multicultural/multinational environment;

**Additional information**

- Job start: June 2026, for one or two years, renewable for the duration of the project (3 years);
- Documents to submit: Resume and cover letter (**2 pages maximum**)
- **Written tests.**

Publication date: 05/5/2026

Submission deadline: 19/05/2026 at 17:00 pm (Chişinău time)