

Expertise France is recruiting: Administrative and Financial Manager to ensure the smooth running of the shared office based in Chişinău (Moldova).

Governance, Sustainable Development, Sustainable and Inclusive Economics Departments



EUROPE



MOLDOVA



CHISINAU

Job description

The Administrative and Financial Manager (RAF) will be responsible for coordinating the various support functions of the shared office of Expertise France, based in Chişinău (Moldova), as well as managing it in close collaboration with the Deputy Project Manager of the Anticorr Project, and the headquarters (located in Paris).

More specifically, the Administrative and Financial Manager will be responsible for:

Management and monitoring of shared office (BM) contracts :

- Carry out the procurement and monitoring of BM framework contracts (rent, water, electricity, taxi/transportation; telephony; third-party employer, insurance, etc.);
- Carry out the purchases of materials/equipment (furniture, IT, etc.) and the shared office (BM) supplies ;
- Ensure the financial monitoring of shared costs (input and tracking of the expense journal, reallocation of headquarters and surrounding costs; statement of monthly financial exercises; VAT recovery; distribution key update);
- Ensure consistency, harmonization, and pooling of administrative, financial, and logistical practices among the various projects hosted within the shared office;
- Ensure the arbitration and prioritization of requests from project teams regarding support functions, in a logic of resource optimization;
- Ensure the management of the bank account and relations with the local bank (in conjunction with the accounting/financial department in Paris).

Administrative, financial and budgetary management:

- Develop a manual of administrative and financial procedures;
- Design and update management tools (including the configuration of the financial tracking tool);
- Contribute to the updating and control of monthly financial monitoring of projects (oversee the monitoring of expenditure and project budgets, monitoring of advances, analytical corrections, etc.);
- Monitor the project's budget consumption;
- Ensure compliance with the financial rules of Expertise France and donor funding regulations, in accordance with national legislation and internal policies;
- Prepare the frameworks, carry out internal and external, intermediate and final financial monitoring and reports (and control by CFO headquarters) in accordance with contractual commitments and internal guidelines;
- Carry out monthly, half-yearly, and annual budget exercises in collaboration with project teams (initial budget, revised budget and budget forecasts, accounting closures, monthly and annual

- financial exercises, project review, and closure submitted after validation by the administrative and financial coordinator of headquarters);
- Establish the BAF (invoices to be invoiced) and ensure the monitoring of receipts;
- Ensure the proper conduct of audits (planning, procurement contract, preparation of specifications, etc.);
- Ensure the financial closure of projects (annual and semi-annual);
- Support teams in budgeting for future projects, budget reallocation or no cost extension amendments (NCEs) and conducting internal profitability analyses (ARI);
- Participate in operational and financial management meetings for projects and ensure the preparation of internal reports on a monthly basis for project managers;
- Ensure timely payments to suppliers, service providers and stakeholders.

Payments and Cash Flow Supervision:

- Ensure the implementation of payment procedures and good accounting practices;
- Check the consistency of accounting data (titles, accounting codes, analytical codes, exchange rates, etc.);
- Oversee supply management (in connection with the accounting department);
- Supervise the control and archiving of accounting documents and supporting documents;
- Validate the monthly, quarterly, and annual accounting closing documents; forward the accounting file to the financial department ;
- Double signature of the payment order.

Public procurement:

- Update the contracting plan (PPC) for each project in collaboration with the project teams;
- Draft calls for tenders, initiate procedures and monitor their progress in accordance with the provisions of the French Public Procurement Code (in collaboration with the legal department and the contract awarding commission);
- Ensure the follow-up of publications in the Official Journal in accordance with the validated procedure;
- Participate in the selection process of service providers and contract awards in connection with project teams;
- Prepare the specifications of the various bid evaluation and contract award committees (role and list of members) and organize them in a timely manner;
- Provide secretarial services to the committees and draw up minutes for the evaluation of bids and the awarding of contracts;
- Monitor the contractual performance of concluded contracts.

Team management (in collaboration with the project lead's deputy Project Manager):

- Ensure the supervision, management and distribution of workload among the various departments (Accounting and Logistics);
- Organize the life of the project office: inventory management and acquisition of equipment, software, office supplies, etc.
- Supervise and control the implementation of administrative, financial and HR rules and procedures;
- Be the reference contact for the umbrella company for local employees (sending and monitoring purchase orders, validating the payroll file, monitoring leave in conjunction with project managers, ensuring the filing and archiving of personnel files, monitoring migration procedures for expatriate staff,...)
- In collaboration with the team leaders of the projects concerned, ensure that resources are adapted to needs; make adjustments to the organization chart, if necessary, in consultation with headquarters and the projects concerned;
- Implement the necessary procedures and tools to supervise employees' work;
- Support the development of team members' skills, notably through training on internal agency procedures, in close collaboration with the relevant departments;
- Contribute to the preparation of annual performance evaluations and set individual objectives for employees under its direct authority;
- Ensure the updating of methodological documents;

Applicant profile

Qualifications and professional experience

- Higher education in accounting, banking, finance, administrative and financial management with a specialization in management control or audit;
- At least 7 years of experience in accounting, administrative and financial management of humanitarian or development projects;
- Professional experience of at least 2 years in the implementation of technical assistance or institutional capacity building projects on development and governance issues is an asset;
- Experience in team management;
- Experience in international project management and knowledge of public funding requirements and institutional donor rules (European Union).

Skills:

- Strong knowledge of the various roles and tasks of a support function unit and very good knowledge of related cycles: finance, contracts, logistics, administration, human resources, audit, internal control, legal;
- Excellent command of office tools, particularly Excel and Word. Proficiency in accounting software is appreciated;
- Mastery of project management (project cycle, financial and legal rules, technical, administrative and financial monitoring);
- Organizational skills: autonomy, rigor and methodical approach, sense of responsibility;
- Communication skills: diplomacy and ability to communicate with private or public, local and international partners;
- Team spirit;
- Analytical and writing skills;
- Proficiency in Romanian and English; fluency in French is an asset;
- Ability to work effectively in a multicultural/multinational environment;
- Excellent planning and reporting skills.
- Experience in donor-funded contract management and financial reporting is an asset.

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**)
- Test: Preparation of a financial report

Publication date: 05/5/2026

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