

Expertise France is seeking an Administrative and Financial Manager for its shared office in Chişinău, Moldova

Governance, Sustainable Development, Sustainable and Inclusive Economics Departments



EUROPE



MOLDOVA



CHISINAU

Job description

The Administrative and Financial Manager ensures sound administrative, budgetary, accounting and financial management of projects and the office. They safeguard financial operations, ensure reliable internal and donor reporting, oversee compliance with internal procedures and support the development of local finance teams' skills. Depending on the level of decentralization, their role ranges from technical support and coordination to supervision or full management responsibility.

Financial and budget management

- Update and ensure the reliability of financial and budget monitoring for projects and shared costs.
- Monitor budget utilization and alignment between financial execution and operational planning.
- Conduct periodic budget analyses. Contribute to budget revisions and the upload and updating of financial data in management tools.
- Support strategic decision-making by providing financial analysis.
- Ensure consistency between monitoring and accounting tools (X3, Atlas, FGT) and supporting documents.
- Oversee accounting and analytical corrections, advance clearance and shared cost and payroll allocations.
- Monitor and clear advances.
- Contribute to cost allocation and accounting corrections, and related adjustments.
- Ensure that shared costs and payroll reallocations are properly accounted for.
- Prepare half-yearly and annual closing data.

Internal and donor reporting

- Coordinate timely, accurate internal and donor financial reports, including monthly project reviews, in line with contractual requirements and headquarters guidance. More specifically, contribute to internal budgeting exercises for projects and shared office costs, including budget revisions (BR) and annual planning / initial budgets (PA/BI).
- Prepare financial information for donor invoicing, monitor incoming payments with HQ and ensure consistency between reporting, accounts and budget monitoring.

Internal control and compliance

- Verify expenditure eligibility and accounting and analytical coding against Expertise France procedures and donor requirements, including those applicable to grants.

- Identify financial risks, propose corrective measures and maintain a complete audit trail with accessible supporting documents.
- Flag financial risks and propose corrective measures.
- Ensure a robust audit trail and the availability of supporting documents.
- Contribute to the monitoring, control and compliance of grant financial management, ensuring adherence to donor requirements and internal procedures.

Cash flow and financial operations

- Forecast cash requirements and supervise funding requests, local bank accounts, petty cash and advances in coordination with headquarters.
- Oversee payment controls, timely payments, reconciliations, cash counts and treasury closing procedures, ensuring compliance with delegated authorities.

Donor audits (mainly EU) and closure

- Prepare project and partner audits.
- Coordinate the collection of supporting evidence and responses to auditors.
- Contribute to the implementation of audit recommendations.
- Supervise the administrative and financial closure of projects and office.
- Contribute to the collection of supporting evidence and the justification of expenditure.

Management and technical support

- Supervise, lead and support local teams according to the level of decentralization of the Moldova office.
- Contribute to sharing financial good practices.
- Contribute to the recruitment, onboarding and professional development of finance and administrative staff.
- Develop or update tools, internal guidance notes and methodological documents.

Applicant profile

Qualifications and professional experience

- Master's degree in finance, accounting, audit or a related field.
- At least five years of relevant experience in administrative and financial management, preferably in development cooperation or donor-funded projects.
- Experience in managing several project budgets, financial reporting, internal control, audits and team supervision.
- Sound knowledge of institutional donor requirements, particularly European Union rules. Experience in technical assistance or institutional capacity building is an asset.

Skills

- Strong knowledge of finance and accounting principles, budget monitoring, variance analysis, forecasting and the control of financial flows.
- Advanced Excel skills and proficiency in financial management systems; knowledge of Sage X3 accounting tool is an asset.
- Ability to analyse complex financial data, prepare clear reports and recommendations, and improve financial procedures and tools.
- Strong organizational skills, accuracy and reliability; ability to prioritise, work independently and raise issues promptly.

- Leadership, clear communication and the ability to coach colleagues and work effectively with multicultural teams and institutional partners.
- Proficiency in English and Romanian required. French is an asset.
- Professional integrity, discretion and a strong sense of responsibility.

Additional information

Location: Chişinău, Moldova.

Employment arrangements: The successful candidate will be employed through a third-party employer and assigned to Expertise France.

Expected start date: As soon as possible.

Contract duration: One year, renewable, subject to confirmation.

Application documents: CV and cover letter (maximum two pages).

Written assessment (shortlisted candidates): Preparation of a financial report.

Application deadline: November 8th 2026 23:55 (Paris time).

Due to the urgency of the recruitment and operational needs, Expertise France reserves the right to close the recruitment process before the application deadline. Interested candidates are therefore encouraged to apply as soon as possible.