

Expertise France is seeking a Treasury and Finance Officer for its shared office in Chişinău, Moldova.

Governance, Sustainable Development, Sustainable and Inclusive Economics Departments



EUROPE



MOLDOVA



CHISINAU

Job description

The Treasury and Finance Officer is responsible for the operational management and security of treasury flows, payments, bank accounts and cash operations, while ensuring the production, consolidation and control of financial data for projects and the shared office. The position contributes to budget monitoring, financial and donor reporting, financial closing and audits, while ensuring the reliability, compliance and traceability of financial information.

Main responsibilities

1. Treasury, payments and bank account management

- Prepare payment authorisation forms and verify supporting documents prior to payment.
- Prepare and execute payments in accordance with applicable thresholds and approval procedures.
- Monitor receipts, disbursements and advances.
- Maintain and control bank and cash journals on a daily basis.
- Participate in the opening, operation and closing of local bank accounts and cash accounts.
- Carry out treasury replenishment operations.
- Analyse and anticipate cash-flow requirements.
- Monitor bank balances and transactions, as well as minimum and maximum cash and account thresholds.
- Perform monthly bank reconciliations and cash counts.
- Maintain regular communication with banks, the finance team and project teams.

2. Financial and budget monitoring

- Maintain and update financial monitoring of projects and shared costs.
- Ensure appropriate budget allocation of expenditure in financial monitoring tools and project management systems.
- Perform reconciliations with Sage X3 and other accounting tools.
- Verify the consistency of accounting allocations and budget consumption.
- Identify and analyse variances and alert the Administrative and Financial Manager when necessary.
- Monitor and clear outstanding advances.
- Contribute to analytical and accounting corrections and adjustments.
- Participate in budget revisions and internal budgeting exercises.

- Analyse cash-flow requirements and contribute to financial forecasting.

3. Accounting, financial control and compliance

- Record treasury transactions in the accounting system.
- Reconcile accounts and monitor third-party accounts, including suppliers and partners.
- Verify the eligibility and compliance of expenditure with internal procedures and donor requirements.
- Validate requests for the creation of third-party accounts.
- Ensure the reliability, justification and traceability of financial data.
- Contribute to securing financial flows through appropriate segregation of duties and approval controls.
- Prepare the monthly accounting package.
- Archive supporting documents and accounting records in accordance with internal procedures.

4. Financial and donor reporting

- Prepare data required for periodic accounting and financial reporting.
- Contribute to interim and final donor financial reports.
- Consolidate and verify financial information required for project monitoring and management.
- Support budget analysis and the assessment of financial risks.

5. Financial closing and audits

- Participate in monthly, semi-annual and annual financial closing processes.
- Prepare and verify financial data required for closing exercises.
- Contribute to the consolidation of end-of-project financial information.
- Prepare financial documentation and supporting materials for audits.
- Assist in identifying supporting evidence and justifying expenditure.
- Participate in the follow-up of audit recommendations.

6. Cross-cutting activities

- Contribute to improving financial tools, procedures and processes.
- Participate in disseminating financial good practices.
- Provide support to the finance team for activities required for the effective functioning of the office.

This list of responsibilities is not exhaustive and may evolve according to the operational needs of the office.

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

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.

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

Written assessment (shortlisted candidates): In person written test in Chisinau.

Application deadline: November 15th 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.