

Tuzla, 15 October 2019

## JOB VACANCY

The Tuzla office of the Rosa-Luxemburg-Stiftung Southeast Europe is looking for an

**accountant / financial manager** (permanent, part-time 24 hours/week)

in Tuzla by 01 January 2020.

### SUMMARY

The Rosa-Luxemburg-Stiftung is a German political foundation that operates both nationally and internationally. In keeping with its eponym, it is committed to the thought and action of the socialist Rosa Luxemburg. We are committed to work within the traditions of the global workers, women, anti-fascist and anti-war movements and we are advocating the ideas of Democratic Socialism.

Our office for Southeast Europe (SEE) was opened in 2010 in Belgrade. With funds from the German Federal Foreign Office, it supports non-profit organizations in Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Kosovo, Macedonia, Montenegro, Romania, Serbia and Slovenia. We are working on two levels. (1) Supporting workers, women, Roma, antifascist and LGBT groups engaged in social rights advocacy and the building of networks for self-organization; (2) Supporting the elaboration of alternative policies, which are based on social rights and democratization in order to counter the neoliberal domination, and supporting of the elaboration of a differentiated and critical discourse on the history of the left in the region.

For our new liaison office in Tuzla, Bosnia-Herzegovina, which will open on 01 January 2020, we are looking for an accountant / financial manager. The office will be responsible for education measures in Bosnia-Herzegovina, Albania and Kosovo.

### YOUR TASKS INCLUDE

- ensure proper functioning of RLS finances according to the law of Bosnia-Herzegovina;
- coordination of all finance related issues in Tuzla office in accordance with Head of Office;
- establish a set of books and accounting systems which accurately and fairly reflect all the financial affairs of the foundation in accordance with: a) generally accepted accounting principles and practices, b) the requirements of the Rosa Luxemburg Stiftung in Berlin, Germany, c) the requirements of the German government as the foundation's donor, d) the requirements of Bosnian-Herzegovinian authorities;
- assist, consult and give advice to project partners on all financial matters in respect of the cooperation;
- monitor and evaluate, on a regular basis, the financial reports and spending activities of all projects funded by the Tuzla office of Rosa Luxemburg Stiftung;
- regular communication with the bank, external bookkeeping agency and tax office;
- assist, consult and give advice to the RLS project managers and Head of Office on financial matters;
- communicate and cooperate with the foundation's auditors as well as with the financial department and other officers of the Rosa Luxemburg Stiftung in Berlin, Germany;
- check partners financial reports, and draw attention to irregularities;
- prepare, in cooperation with the foundation's public accountants, all financial reports required by a) Bosnian-Herzegovinian authorities b) the German government as the foundation's donor c) the Rosa Luxemburg Stiftung in Berlin, Germany;
- ensure the proper sorting and archiving of all financial documentation;

- take over general office tasks;
- active communication with the colleagues in Berlin about all relevant issues;
- visit Berlin office if required,
- ensure that the foundation complies with tax and labor legislation;
- payroll

## WHAT WE REQUIRE

- relevant educational background;
- several years of working experience in similar position;
- experience in administration of public money desirable;
- excellent computer skills, willingness to work with new accounting software (IPAS)
- willingness to acquaint oneself with special budget guidelines provided by the foundation's donor
- relation to the foundation's topics and goals;
- an excellent command of English – knowledge of another language from Southeast Europe is advantageous;
- knowledge of German language is advantageous;
- communication and organisation skills, team spirit;
- willingness and availability to travel and to occasionally work on weekends and evenings.

## WHAT WE OFFER

- a diverse field of responsibility with great potential for creativity and development;
- a broad international network of RLS offices and partners;
- an open minded and friendly work environment;
- salary and benefits are comparable to other international non-governmental organisations.

Please send your detailed job application, in English, including a motivation letter, CV, University Diploma respectively profession certificates and references by email (preferably in one file) until **15 November 2019** under the subject JOB APPLICATION to: [krunoslav.stojakovic@rosalux.org](mailto:krunoslav.stojakovic@rosalux.org)

Receipt of applications will not be acknowledged. Job interviews will take place on **26 and 27 November 2019** in Tuzla by notification/invitation. The Rosa-Luxemburg-Stiftung is an equal opportunities employer.

Want to know more about us?

Rosa-Luxemburg-Stiftung **BERLIN**: <https://www.rosalux.de>  
Rosa-Luxemburg-Stiftung **BELGRADE**: <https://www.rosalux.rs>