JOB VACANCY

The Goethe-Institut Lithuania is looking for a candidate for the position of

**Financial Manager of the EU-funded project "MOST+", based in Vilnius**

The position is full time (40 h), from September 2022 till the end of September 2024 (25 months, with 3-month probation period).

*The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach. We promote knowledge of the German language abroad and foster international cultural cooperation.*

The overall objective of the project MOST+ is to contribute to the mobility and internationalisation of Belarusian professionals and to support their integration into European-wide professional networks. Interested Belarusian will receive the possibility to get funding for travel and accommodation abroad and are furthermore supported in finding a first professional contact in the EU. The programme is aimed at a large Belarusian community, as access to the programme is open to all Belarusian professionals on the territory of Belarus and abroad who work in one of the following priority sectors: society, culture, business, education, media and sustainability.

**Task and responsibilities:**

Under the leadership of and in cooperation with the Team Leader:

- Coordination of all project financial processes
- Budget monitoring and contract management in accordance with specific EU and Goethe-Institut requirements
- Controlling of project operations and accounting
- Preparation and supervision of audits and reports, auditing and approval of accounts
- Contribution to financial sections and tables of administrative reporting
- Investment planning, purchasing of goods and services according to procurement guidelines
- Contact person for all financial and accounting issues
- Liaising with mobility programme participants on financial/accounting issues
- Close cooperation with the team leader and the head of administration in Vilnius

**Your profile:**

- Completed university degree in finance or proved equivalent knowledge and skills
At least three years of professional experience in the administration and accounting of large-volume projects
- Strong awareness of legal and administrative compliance
- Preferably, experience in accounting and monitoring of EU-funded projects
- Knowledge of the SAP accounting programme
- Good IT skills (MS Office), especially Excel
- Knowledge of English and German languages (at least on B2 level)
- Knowledge of Lithuanian language would be an asset
- Organisational skills, sense of responsibility, and initiative
- Ability to work under pressure and to respect deadlines
- Good social skills and ability to work in an international team

What we offer:

- A gross salary of 1,911 € according to the local remuneration scheme of the Goethe-Institut in Vilnius
- International working environment
- Opportunity to be part of a meaningful and challenging international project providing learning and development opportunities

Please send your application not later than August 29, 2022 to: bewerbung-vilnius@goethe.de As subject of your mail please choose “Application MOST+ Financial Manager. First name Last name”.

Only shortlisted candidates will be invited for an interview (online or in person). Interviews for selected applicants will take place from August 30, 2022. Disabled applicants or applicants with equal status will be given preferential consideration in the event of equal professional suitability.