

DVV International Representative Office in Kyrgyzstan is currently looking for a

Regional Finance Manager

Scope of work:

- Support the management of finance and admin staff in the Central Asia offices
- Control of financial documentation and procedures of DVV International's three Central Asian Country Offices (including completeness of vouchers, formal correctness of vouchers, correspondence of voucher with the posting text and the assigned action, etc.)
- Check transfers and external expenditures
- Ensure that all transactions are booked to the correct budget lines;
- Check of applications for replenishment of funds for projects
- Ensure Compliance with Management Guidelines, including accounting project management policies and procedures, financial reporting forms and formats, budgeting and budget control, internal control and audit procedures;
- Organization and maintenance of budget control (budget execution, use of funds, etc.) across the region, in close communication with Regional Director, Country Offices, and Headquarters in Germany
- Participation in development of projects budgets
- Prepare regularly financial reports/statements for the Regional Director's review and submission to the Head Office, donors organizations upon request
- Monitor general ledger, accounts receivables, accounts payables and other records
- Identify training needs, design and implement guidance and training to finance and admin staff in the Central Asia offices

Profile of successful candidate:

- Bachelor's degree in Accounting, Finance or equivalent;
- At least 5 years' relevant continuous work experience in a finance administrative function;
- Experience with donor funded projects;
- Demonstrated experience in preparation of financial reports and budget variance analysis;
- Working experience with bookkeeping software '1C';
- Management and staff supervision experience an asset;
- Working experience with bookkeeping software Winpaccs is an asset;
- Fluency in English and Russian required;
- Good communication and interpersonal skills;
- Result orientation.

We offer:

- Salary within average local range;
- A responsible and exciting task within a development organization active in a total of 34 countries;
- Team-oriented organizational environment, in Kyrgyzstan and the Central Asian Region;
- Possibility for professional development and learning.

The successful candidate can **start as from 01 December**, with a probation period of three months.

Application procedure:

Please send your updated CV in English (indicating potential references from former jobs), as well as a motivational letter to the following addresses:

Dr. Thekla Kelbert, Regional Director, DVV International Office in Kyrgyzstan

Email: kelbert@dvv-international.de

Rima Toktobekova, Finance Manager, DVV International Office in Kyrgyzstan

Email: toktobekova@dvv-international.kg

The deadline for submission of Applications is November, 15, 18:00, Bishkek time.

DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany. DVV International operates worldwide with more than 200 partners in over 30 countries.

DVV International has been active in Kyrgyzstan since the year 2002 with official registration of the Country office in the year 2012, and coordinating the regional programme since 2018.

*The Representative Office in Kyrgyzstan builds national and regional cooperation and ensures the quality and effectiveness of our engagement in the country and the region. Our work focuses on: **(i) Broadening and professionalizing the provision of youth and adult education in the following fields:** vocational training, intercultural learning, environmental education and sustainable development, migration and integration, health education, conflict prevention, and education for democracy and human rights, **(ii) Capacity building and networking of partner organizations:** trainings for managerial, administrative, pedagogical staff; provision of project-related infrastructure; supporting networking between adult education actors and improving their access to professional discourses and information resources; **(iii) Political dialogue and expertise, and lobbying of Lifelong Learning and Adult Education at national and regional levels:** Policy advice; national, regional and international conferences and forums; professional exchange and consultancy.*