



**CEEweb for Biodiversity**  
H-1021 Budapest, Széher út 40.  
**Website:** [www.ceeweb.org](http://www.ceeweb.org)  
**Phone:** +36 1 398 0135  
**E-mail:** [office@ceeweb.org](mailto:office@ceeweb.org)

## Project Financial Manager

The project financial manager will support the project coordinator during the project's implementation in all financial related tasks, including:

- Collecting and organising supporting documents for projects' reporting.
- Controlling tenders, contracts, invoices, proofs of implementation and HR documentation.
- Liaise with consortium partners, project officers, project controller and authorities.
- Maintenance and update of databases (mainly, in MS Excel).
- Ad hoc financial tasks: cost and revenue reporting, filing, administration of contracts, invoices, payroll, cash transactions.

### The ideal candidate:

- Has a financial background and experience in Hungary and the European Union (3 years of experience count in lieu of a university degree).
- Is proficient in English and Hungarian languages.
- Has strong IT user skills.
- Is an advanced Excel user.
- Has experience in EU funded projects (e.g. EuropeAid, Interreg, LIFE).
- Lives in/around Budapest, Hungary.

### On CEEweb's working conditions:

- Flexible working hours
- Possibility of home office
- Nice office location in the 2<sup>nd</sup> district of Budapest
- International environment
- Strong team spirit and mission

**Gross salary range:** 1100-1300 EUR/month

The candidate must have the right to work in the EU.

Please, send your CV and a cover letter in English to Ms Emese Rabné at [office@ceeweb.org](mailto:office@ceeweb.org).

**Deadline:** 2 April 2020.