

Tunisie: Activités, Actualités: Tunisie

## VACANCY ANNOUNCEMENT: Finance Administrator

Location: Tunis, Tunisia

Starting date: April 2015

How to apply:

If you want a challenging career in finance administration in a liberal-minded organisation, if you are motivated, reliable and in possession of Tunisian citizenship or a valid Tunisian work permit, we would like to hear from you. Please send your applications, including a CV and meaningful cover letter outlining your motivation for the position of "Finance Administrator" to [Tunisie@fnst.org](mailto:Tunisie@fnst.org)

Applications must be received by March 20th 2015 (!)

March 2

### VACANCY ANNOUNCEMENT

• **Position:** « Finance Administrator »

§ **Location:** Tunis, Tunisia

§ **Starting date:** April 2015

*Friedrich Naumann Foundation for Liberty (FNF) is an independent, non-profit, non-governmental organisation established in 1958 by Theodor Heuss, the first President of the Federal Republic of Germany. Its Tunisia office was established in 1964.*

*FNF is the liberal German political foundation, working world-wide for the principles of individual liberty, the rule of law, the market economy and human rights. Our activities in the field of civic education, political dialogue and consultancy involve seminars, conferences and publications aimed at promoting liberal values and principles. Visit [www.fnst-tunisie.org](http://www.fnst-tunisie.org) and on facebook (page: "Fondation Friedrich Naumann Tunisie") to find out more about us.*

#### Qualifications of Successful Candidate:

Academic degree and / or relevant diploma in the fields of Finance or Management

Work experience in accountancy, ideally with an NGO or in the field of international development cooperation

Administrative experience

Experience with accountancy systems and related software (e.g. Navision) desirable

Language skills: good French and/or Arabic skills required; good German and/or English skills required

Good team and communication skills required

Motivation and independence

## Key Expected Results of the Finance Administrator:

finance administrator will work in the finance / administration department of the foundation's office in Tunisia and Libya)

budgetary planning, controlling, settlement of accounts

monthly settlement / accounting of all assigned projects.

revision of cash register

liquidation of taxes, deductions and social security payments of office staff

administration of staff's vacation / overtime accounts

salary payments

training / consulting staff members in finance administration

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*Please note that only candidates who are under serious consideration will be contacted. In the selection of its staff, the Foundation is committed to gender balance and diversity without distinction as to race, sex or religion, and with no discrimination of persons with disabilities: well qualified candidates are strongly encouraged to apply.*

*Remuneration will be in accordance with the candidate's experience and in line with local standards for NGO salaries in Tunisia*

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**Term de manifestation:** Vacancy Announcement

**Intitulé:**

**Lieu:** Tunis

**Catégorie cible:**

**Année:** 01.01.1970 - 01.01.1970

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