

art4ngle - Balkans | Culture | Development is an independent foundation dedicated to the development of inclusive, democratic, and prosperous societies in the region by actively engaging in and supporting cultural development. art4ngle manages the Balkans Art and Culture Fund (BAC) which is focusing on the countries of the Western Balkans.

art4ngle - Balkans | Culture | Development
is seeking to engage a

Administrative/Finance Officer
in Sarajevo

Work Volume: 50%
Contract period: 12 months (with a possibility of extension)

Duties and Responsibilities:

- Supports general administration, including maintenance and update of administrative filing system;
- Supports financial administration as required by local legislation and grant management procedures;
- Supports the day-to-day administrative and finance operation of the art4ngle needed for effective management of the BAC Fund;
- Supports organization and coordination of meetings, workshops, and travel in BiH and the region;
- Supports the art4ngle team in grant management, project monitoring and reporting procedures;
- Keeps track of daily agenda and relevant deadlines, overviews, weekly and monthly work plans;
- Supports adequate and timely communication flow between art4ngle and partner organisations, donors and consultants;
- Supports external communication, including occasional translations from/to English language;
- Takes minutes of internal or external meetings, as required;
- Performs other duties as requested.

Necessary Qualifications:

- Secondary level education;
- At least 5 years of relevant work experience in national or international set-up related to administration and finance (working in foundations is preferable);
- Knowledge of the local legislation, policies and procedures relevant to the tasks;
- Strong communication skills including interpersonal, liaison and writing skills with the capacity to communicate effectively with people of diverse backgrounds;
- Strong organizational skills;
- Excellent written and spoken English, and Bosnian/Croatian/Serbian language skills;
- Proven computer skills and knowledge of Microsoft Office and at least one of the accounting programs
- Motivation to work within a culturally diverse team, to organise complex and challenging workload, and ability to work independently;

art4ngle
Balkans
Culture
Development

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Interested candidates should send a motivation letter and curriculum vitae (in English) to info@artanglebalkans.net with the subject line title 'Administrative/Finance Officer' until **December 2nd 2015**. Incomplete applications will not be taken into consideration.

Applicants will be notified with an automatic notification upon receipt of their submitted documentation. Only short-listed applicants will be contacted by December 8th, 2015.

Envisaged start date: January 18th, 2015.

www.artanglebalkans.net

www.balkansartsandculture.fund