



SELECTION NOTICE

Financial Manager – Bosnia and Herzegovina

Duty station: Tuzla, Bosnia and Herzegovina

Duration: 12 months, renewable up to a total of 36 months.

Expected start date: March/April 2026

Type of contract: contract under the **National Collective Bargaining Agreement for Social Cooperatives (CCNL Cooperative Sociali)** or another type of contract suitable for the country of implementation (Bosnia and Herzegovina), to be agreed with the selected candidate. Monthly remuneration is defined for each position according to the level of the role and the experience of the selected candidate, and will be communicated during the HR interview or, in any case, during the initial phase of the selection process.

G.U.S. Gruppo Umana Solidarietà Guido Puletti APS is recruiting a local **Financial Manager** for the project **EcoR.E.S – Environmentally respectful, inclusive and fair economic growth in Bosnia and Herzegovina**, funded by the **Italian Agency for Development Cooperation (AICS)** under the framework of “2023 Call for proposals for the awarding of contributions to initiatives promoted by Local Authorities (entities referred to in Article 25 of Law No. 125/2014) and Civil Society Organizations (and other non-profit entities registered in the list referred to in paragraph 3 of Article 26 of Law No. 125/2014)”.

EcoR.E.S is a project aimed at fostering **sustainable, inclusive and fair economic growth in Bosnia and Herzegovina** through **vocational training, job creation, support for social start-ups, and the removal of barriers affecting women and persons with disabilities**. The initiative combines **economic development, environmental protection, gender equality and social innovation**, with the goal of strengthening the local labour market and generating long-term positive impact in the target areas.

1. Purpose of the position

The **Financial Manager** is responsible for the administrative and financial management and reporting of the project, ensuring the correct application of the procedures required by the AICS funding and compliance with fiscal and accounting regulations.

2. Main responsibilities

I. Administrative and financial management

- Manage the project budget in coordination with the Project Manager and the Projects Office of the Implementing Entity;
- Monitor expenditure against the approved financial plan, analysing any variances and preparing updates and expenditure forecasts;



- Facilitate the proper recording of all financial transactions and the traceability of financial flows;
- Ensure compliance with the applicable fiscal and accounting regulations.

II. Reporting and eligibility of expenditures

- Verify that each expenditure is relevant, eligible, duly authorised and compliant with the AICS General Procedures;
- Ensure the correct preparation of supporting documentation;
- Prepare interim and final financial reports, in coordination with the Project Manager and the Projects Office;
- Ensure consistency between the technical progress of activities and the use of the budget.

III. Procurement and administrative procedures

- Support the application of procurement procedures in compliance with the funding rules and the principles of transparency, competition and proportionality;
- Verify the completeness and regularity of the administrative documentation related to tenders, awards and contracts;
- Ensure the proper filing of all the project's administrative and accounting documentation to be transmitted to the Implementing Entity;
- Facilitate relations with the Auditor, promptly providing the required documentation and supporting the management of any observations.

3. Mandatory requirements

- Degree in Economics, Administration, Finance or related disciplines;
- At least 3–5 years of documented experience in the administrative and financial management of projects funded by institutional donors (AICS, European Union, UN Agencies or equivalent);
- In-depth knowledge of reporting procedures and cost eligibility criteria under public funding schemes;
- Experience in preparing interim and final financial reports and in document management for audits;
- Knowledge of the applicable fiscal and accounting regulations in Bosnia and Herzegovina;
- Excellent knowledge of English (written and spoken);
- Accuracy, reliability and ability to manage deadlines;
- Teamwork attitude and ability to collaborate in a structured way with the Project Manager, partners and head offices.



4. Preferred requirements

- Experience in international cooperation projects implemented in the Balkans;
- Good knowledge of Bosnian;
- Good knowledge of Italian;
- Administrative coordination skills in multi-actor and multicultural contexts;
- Ability in financial analysis, budget variance management and expenditure planning;
- Sensitivity to the principles of environmental sustainability in administrative and financial management, with attention to the efficient use of resources, waste reduction and the integration of environmental responsibility criteria into procurement and expenditure management processes;
- Knowledge of the principles of ethical finance and responsible procurement, with attention to transparency, sustainability and social impact criteria in procurement procedures.

5. Application procedure

Interested candidates are invited to submit the following documents to ufficio.personale@gus-italia.org by **15 March 2026**:

- **Curriculum Vitae** (updated and signed);
- **Motivation letter.**

Subject line: “Application – Financial Manager EcoR.E.S”

G.U.S. Gruppo Umana Solidarietà Guido Puletti APS promotes equal opportunities and encourages applications regardless of gender, nationality, age, origin, or personal condition. Following the evaluation carried out on the basis of the submitted documentation (CV and motivation letter), shortlisted candidates will be invited for an interview.

Pursuant to **Regulation (EU) 2016/679 (GDPR)**, the personal data provided will be processed exclusively for purposes related to this selection procedure and in compliance with the principles of lawfulness, fairness, and confidentiality.