



Habitat for Humanity International (HFHI) is a nonprofit, Christian organization dedicated to the cause of eliminating poverty housing. Since its founding in 1976, Habitat has built and renovated more than 400,000 homes, providing simple, decent and affordable shelter for more than 2 million people worldwide. In Europe and Central Asia, Habitat works in 22 countries with partners, donors and volunteers from the region. Its regional headquarters is based in Bratislava, Slovakia.

We are currently seeking to recruit an:

Area Financial Consultant

Reporting to the Finance and Administration Director of ECA (Europe & Central Asia) this position will be responsible of the financial advice, consultation and training in financial management, accounting and credit portfolio issues to Habitat for Humanity organizations within the ECA area and holding them accountable for the use of HFHI resources.

This position is based in Bratislava, Slovakia and involves up to 30% regional travel.

Detail Responsibilities/Duties:

- Provide on-going advice and consultancy on financial issues to the ECA Habitat for Humanity National Organizations (NO) and Affiliates including accounting, cash flow, systems, procedures, internal controls & policies, etc.
- Support HFH affiliates to develop healthy credit portfolio management practices (mortgage tracking & recovery) that follow HFHI policies ensuring coordination with Area Office (AO) Housing Finance team.
- Enhance the organizational development of NOs and affiliates in regards to financial matters.
- Coordinate ECA annual NO planning and budgeting process. Work with AO program staff to ensure the validity and accuracy of NO and affiliate budget and PBF budget submissions.
- Review and analyze NO & Affiliate quarterly financial reports.
- Follow up on action points arising from quarterly International Financial Indicator reviews with ECA NO.
- Support Internal Controls specialist on the follow-up of external and internal audit reports of the HFH organizations.
- Conduct financial reviews of the reporting organizations.
- Identify NO/Affiliate staff training needs and address the financial training needs by conducting such training or finding alternative resources for such trainings.
- Support NOs/Affiliates with the introduction of an effective fiscal planning, monitoring and evaluation process
- Ensure compliance with HFHI financial policies and procedures, identifying & proposing additions & modifications as needed, including supporting the roll out of HFHI Internal Controls.
- Support Finance Manager and Internal Controls specialist on field-related initiatives & projects
- Promote and support departmental teamwork, and other tasks related to Finance/Accounting as required.

Requirements:

- 3-5 years experience on the accounting and/ or auditing required, in consultancy and advising in an international company preferred
- Good interpersonal skills
- Coaching/consultancy/advisory skills

- High proficiency in English required
- Knowledge of additional European languages is an advantage
- Willingness to travel
- Computer literacy (MS office, accounting software systems)
- Understanding of the Europe/Central Asia region and cultural sensitivity issues
- Willingness to travel up to 30% of time to NOs and Affiliates

If you enjoy working in a global team, are interested in helping to eliminate poverty housing and meet the requirements, please send **your motivation letter and CV** in English indicating the position you are applying for to Human Resources to **hr.europe@habitat.org**. **Closing date for applications: August 19th, 2011.**

To find out more about HFHI visit us at **www.habitateurope.org**