



Finance and Accounting Officer

Position Type: Part-time

Work Modality: Remote

LLC Centre for Strategy and Development (CSD) – Region

The Centre for Strategy and Development (CSD) is a regional policy and consulting organisation working on governance reform, foreign policy, security, EU integration and strategic communications across Eastern Europe, the South Caucasus, and Central Asia.

CSD Consulting Georgia is seeking a Finance and Accounting Officer to support the implementation of the organisation's activities in Moldova.

Key Responsibilities

- Manage the full finance and accounting operations of the company
- Maintain accounting records in strict compliance with Moldovan law and accounting standards
- Manage financial aspects of grant-funded projects (budgeting, tracking, reporting)
- Prepare donor financial reports and internal financial statements
- Ensure compliance with grant agreements, donor rules, and internal financial procedures
- Handle payments, bank reconciliations, cash flow, and supporting documentation
- Support statutory, donor, and external audits
- Prepare and maintain administrative and statutory documents (contracts, orders, internal policies, files)
- Support procurement, HR, and general administrative documentation as required by grants
- Coordinate with program, administrative, and external partners

Required Qualifications

- Proven experience in finance and accounting for grant-funded / NGO-type projects
- University degree in business administration/finance
- Mandatory knowledge of Moldovan legislation, taxation, and local accounting principles
- Fluent English and Romanian (written and spoken)

Assets

- Experience working in an NGO
- Proven experience working with donor-funded projects (EU, international donors, or similar)
- Experience with accounting software



- Strong understanding of donor compliance and financial reporting requirements

How to Apply

Interested candidates are invited to submit their CV and a short motivation letter to: vacancy@gcsd.org.ge. Applications should be submitted no later than January 30, 2026.

Salary level will be subject to negotiation and will depend on the selected candidate's qualifications and experience.

CSD reserves the right not to make an appointment or to cancel this recruitment process depending on project funding and operational needs.