



Institute for Leadership and Public Policies
SCOPE OF WORK – Finance Manger

The Finance Manager is responsible for the financial health of the Association. Producing financial reports and developing strategies based on financial research. Guiding senior executives in making sound business decisions in the long and short term.

Responsibilities:

- Monitor the day-to-day financial operations within the Association, such as payroll, invoicing, and other transactions;
- Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary;
- Track the Association's financial status and performance to identify areas for potential improvement;
- Daily reports with the external accountant for all the needed financial operations;
- Seek out methods for minimizing financial risk to the Association;
- Research and analyze financial reports and project budget;
- Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making;
- Review financial data and prepare monthly and annual reports;
- Present financial reports to board members, stakeholders, executives, and clients in formal meetings;
- Stay up to date with technological advances and accounting software to be used for financial purposes (Excel work sheet is preferred for basic usage);
- Coordinate the internal budget of the Association and ongoing budget;
- Establish and maintain financial policies and procedures for the Association;
- Understand and adhere to financial regulations and legislation;

+389 75 309 748

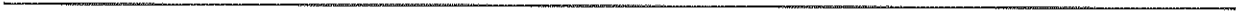
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