

## Full-Time Financial Assistant for International Development Projects

Do you want to be a part of a dynamic team, responsible for the delivery of financial reports and monitoring for our worldwide portfolio of development projects?

### Your responsibilities as our next financial assistant

Our financial team is responsible for monitoring, controlling and bookkeeping of the finances of all our projects, as well as our internal office expenses. You will be working in a team where responsibility is distributed on a project basis. The team will train you in the various disciplines within the field, where you can expect a steep learning curve. You will soon be the key finance responsible for your own projects, working closely with our implementation team, to ensure timely payment of our external experts, and correct bookkeeping of all expenses related to the project.

Your main tasks in the position will include:

- Processing of our continuous flow of documents from your portfolio of projects
- Monitoring of internal office expenses and reporting on a monthly basis
- Assisting in the payment of project invoices
- Bookkeeping of internal and external expenses in Microsoft Dynamics C5
- Collection, assessment and registration of documents for financial project reporting
- Preparation of cost overviews

### Accurate, organizer with teamworking skills

Being responsible for our financial management of our different projects we expect high attention to detail and ability to multitask and to process large amounts of documents and numbers to deliver accurate invoicing and financial reporting.

The most important thing for us is the chemistry between you and our existing team, and that you contribute positively to our existing work environment, which is characterized as open and flexible, with a strong involvement of your opinion in the decision-making process. Exchange of knowledge across employees and departments is key to our way of working, therefore we expect you to engage in this process on a daily basis.

In addition to the above, we expect you to have:

- A Master's degree within the financial area (finance, economics, etc.) or similar experience obtained from working with financial reporting
- 1-3 years of relevant experience in performing similar tasks through student jobs, internships or full-time positions is considered an advantage
- Full professional proficiency in English, written and oral
- Excellent time management skills, and the ability to meet strict deadlines
- Great teamworking and communication skills as well as independent drive and an eye for detail
- High proficiency in Microsoft Office Products (Especially Excel)
- Experience in reporting in ERP systems (we currently use MS C5)

### Working at NTU International

At NTU, people are our most important asset. Our collaborative and multidisciplinary work environment creates excellent opportunities for professional and personal development. With us, you will be able to shape your career.

As an international consultancy company, working with international development projects all over the world, including remote areas and conflict regions, we work across all disciplines and our projects are consistently managed through holistic and innovative approaches. Our projects deliver value to both clients, stakeholders and locals, and we work with a high level of integrity. We are proud to show up to work every day, knowing that we work towards a greater purpose.

At our Headquarters on Vestre Havnepromenade 5 in the centre of Aalborg, we currently employ 35 employees with 20 different nationalities. In addition, we have several associates located in various strategic locations around the world, as well as around 150 project employees.

### Conditions

The position is a full-time position in our office in Aalborg, Denmark. Salary will be based on your individual abilities. We offer flexible work arrangements, and a great and welcoming work environment. The position is open from May 1<sup>st</sup>, and we are looking for someone to start around this time.

**Want to be a part of the team?**

Interested candidates are encouraged to apply by submitting their application to our HR manager Vaida Cerneckyte-Larsen at [vac@ntu.eu](mailto:vac@ntu.eu) before 17<sup>th</sup> of April 2019.

If you have any questions regarding the position, these can be submitted via the above e-mail or by calling our Financial Manager Anna Pugliese on +45 99 30 00 15.

**About NTU International**

Over the past years, NTU has successfully delivered over 150 long-term projects including both studies and technical assistance for programme development and implementation of large-scale infrastructure projects, in addition to over 500 specialized technical assignments, financed by national and local governments, international development partners and international financial institutions, in a total of 161 countries.

Read more about our projects, services and approach on our website: [www.ntu.eu](http://www.ntu.eu)

For more impressions, see our LinkedIn: [www.linkedin.com/company/ntu-international/](https://www.linkedin.com/company/ntu-international/)