

Job Opportunity

in EU-funded project as

PROJECT ACCOUNTANT

Konrad-Adenauer-Stiftung (KAS) is a German political foundation (legal entity, CSO) founded in 1955 with headquarters Germany. The foundation is funded by federal and land government funds, as well as by the European Union. KAS was created with the aim to promote civic education, freedom and liberty, peace, and justice through furthering European unification, improving transatlantic relations, and deepening development cooperation. Our mission is to promote and preserve peace, democracy, freedom, and the rule of law through political education, fostering dialogue at national, European, and international levels.

KAS will implement an EU-funded Grant project with the title “**Clean Business North Macedonia – Mobilizing SMEs as Champions Against Corruption**” in North Macedonia.

KAS is seeking highly motivated and detailed-oriented project staff to implement the project.

Duration: 36 months

Location: Skopje (incl. travel to other regions of North Macedonia)

Start date: 15.01.2026 or 01.02.2026

The overall objective of the project is to **reduce the widespread acceptance of corruption in North Macedonia’s society**.

The specific objectives are twofold:

Specific Objectives 1:

The private sector, especially the SME, has built up **internal and institutional capacities** in a “Clean Business Alliance” and is **empowered to detect, prevent and combat corruption**

Specific Objectives 2:

A sustainable **partnership** between the **SME** and **competent anti-corruption bodies**, such as the **State Commission for Prevention of Corruption (SCPC)** and the Government, including an integrity certification and hub have been established



This Project is funded by the European Union

PROJECT ACCOUNTANT

Position Purpose

The Project Accountant is responsible for the accounting of project expenses and the preparation of accounting documents; liaising with external service providers and associates, as well as collection and booking of accounting documents and receipts. Furthermore, s/he shall support the organisation of events.

Duties/Functions

- Handle the full spectrum of financial and accounting responsibilities of the project;
- Control payments (bank, cash and cheque) and manage the project cash box;
- Verify project costs and receipts in line with KAS/EU procedures and guidelines;
- Preparing monthly, quarterly and annual financial plans and reports for the approval of Project Coordinator;
- Ensuring procurements procedures of project assets, goods and services for the project according to KAS and EU rules;
- Working professionally with the KAS bookkeeping system (fav2) for accounting all project expenses (incl. obtaining a qualification for the system after training);
- Maintaining the integrity, confidentiality and safety of financial data;
- Ensuring that accurate and up-to-date records are kept on all financial activities
- Communicating with backstopping office in Berlin in all financial management matters; advance control of supporting document to project expenses submitted by accountants at partners' offices with respect to EU and KAS guidelines and procedures;
- Assist and mentoring staff members regarding internal controls, procedural problems, interpretation of financial reports, contracts, and various regulations;
- Supporting external and internal auditors with all relevant information for interim and final auditing;
- Payment of invoices in agreement with the Project Director and based on the 4-eyes principle;
- Establish and maintain various systems of internal control for all EU Project funds;
- Support the logistical and administrative planning of project activities
- Coordinate with Program Coordinator to ensure timely and efficient flow of accounting information to the Project Director, including, but not limited to, accounts payable, accounts receivable, labor distribution, capital asset, inventory, and financial statements.
- Implement and maintain financial accountability of various actions (operating budget, grant funded from EU and German Foreign Office (AA) and Utilizing Generally Accepted Accounting Principle (GAAP);



This Project is funded by the European Union

CANDIDATE PROFILE

KNOWLEDGE, SKILLS AND ABILITY

- Experience in the field of project accounting and finance management;
- Excellent budgeting, book-keeping and accounting skills;
- Ability to rapidly assimilate and digest large volumes of information;
- Excellent computer skills (familiarity with Office 365);
- Excellent Macedonian and English language skills; Basic knowledge of German is considered an advantage.
- Experience in international or EU-project accounting is considered as an asset;

EDUCATION AND WORK EXPERIENCE

- Degree in Accounting or similar from an accredited academic institution;
- Minimum of 5 years of relevant professional work experience in the field of project financial management and accounting;
- Experience with internationally funded projects is an asset;
- Knowledge of basic computer operation as it relates to accounting procedures;
- Ability to communicate detailed accounting information.

WORKING CONDITIONS

- Full-time position.
- The position will be based at the KAS office in Skopje, North Macedonia.
- 20 days of vacation per year.
- 36-months contract period.



HOW TO APPLY

Apply with the following documents in a single submission (PDF document):

- Letter of motivation
- CV (not longer than 5 pages)
- Salary expectations (in EUR, gross, yearly basis)
- Employer Reference (Organisation, Name, email address and telephone number)

IMPORTANT

To be considered for this role, applicants must be eligible to work and live in North Macedonia.

E-mail your application no later than **21.11.2025** to:

Mr. Pavel Usvatov (pavel.usvatov@kas.de)

Ms. Alina Monceanu (alina.monceanu@kas.de)

The subject line of the email should read **“EU Project / Application as Project Accountant”**.

More information:

<https://www.kas.de/en/home>



This Project is funded by the European Union