

## MISSION

We are looking for a **financial officer in Serbia (position based in Belgrade)**.

He/She reports directly to the Country Manager and functionally to the Chief Financial Officer of the BU ICEE. His/Her main missions are:

### **Financial Officer for the project(s)**

- Prepares budget actualizations of the various contracts (Construction projects + Project Management and O&M)
- Contributes to identify, assess and mitigate financial risks
- Prepares invoices and follows-up overdue
- Controls all project(s)-related costs (local costs as well as off-shore costs)
- Monitors closely the project(s) cash-flows
- Prepares monthly reporting to SUEZ, along with the Project Manager
- Manages financial relationships with the project stakeholders (Client, Subcontractors, Suppliers, HQ Financial teams)
- Coordinates all financial aspects of the implementation of the contract's and start of the contract's execution, in close relation with Head Office support functions (Legal, Treasury, Accounting, etc.)
- Ensures coordination with Contract Management to optimize the execution strategy of the contract and all related financial impacts

### **Administrative and Financial Manager for the Subsidiary**

- Implements administrative and financial processes of the subsidiary, in compliance with SUEZ guidelines
- Ensures subsidiary's compliance with SUEZ's procedures, accounting rules and internal control

- Supervises the accounting (today externalized) and closing process: Local Financial Statements and Accounting reports for the consolidation team in Paris.
- Participates in the implementation of an accounting software in order to internalize the accounting from beginning of 2019.
- Ensures tax declarations and the compliance to local tax obligations
- Ensures subsidiary's cash management and cash forecast
- Controls, approves and edits payments to subcontractors, suppliers, employees and authorities
- Manages relationships with banks, accounting company, legal auditors and all relevant external advisors

### **Financial Assistance for Business Development Activities in Serbia**

- Participates in the first review of price sheets for commercial developments in Serbia before submission to the central team
- Conducts benchmarks to validate all local cost forecasts in our commercial offers

### **PROFILE**

- 5 to 10-year experience in a similar position
- Knowledge of the construction environment mandatory
- Excellent knowledge of Serbian legal, financial and accounting background
- Fluent English, spoken and written
- Experience in working with foreign companies / in multicultural teams