

**Solidarity Fund PL in Moldova is hiring
Deputy Director for Finance and Administration**

Application Deadline: February 25, 2026

Location: Chisinau, Republic of Moldova

Employment type: Full time

Work arrangement: Hybrid (office 60% and remote 40%)

Type of contract: Individual employment contract

Working languages: Romanian, English, Russian (Polish – an advantage)

Context:

Solidarity Fund PL in Moldova (SFPL in MD) is a branch of Solidarity Fund PL – a State Treasury foundation, managed and co-financed by the Ministry of Foreign Affairs of the Republic of Poland, created with the aim of mobilizing Polish development cooperation.

SFPL in MD has been active since 2013 and consists of a team of around 35 people who implement systemic solutions to stimulate local and regional development, entrepreneurship, resilience and security as well as support for the public administration to support Moldovan path to the European Union. As of 2023, the organisation has joined the group of entities assessed on EU pillars, being able to implement tasks under EU indirect management.

More details: <https://solidarityfund.md/> and <https://solidarityfund.pl/>

Purpose of the position:

The Deputy Director for Finance and Administration is responsible for managing and coordinating the branch's financial and administrative activities, ensuring its efficient, compliant, and sustainable operation. This position supports the Country Director in the overall management of the branch, contributes to the achievement of organizational objectives, and ensures proper coordination with the SFPL Headquarters in Warsaw (Poland).

General tasks and responsibilities:

- Ensuring the efficient functioning of the Financial and Administrative Team of the branch.
- Monitoring the compliance of financial and administrative activities with internal policies, applicable legislation and donor agreements.
- Coordinating the implementation of internal policies and procedures (procurement, grants, human resources).
- Managing the administrative cost budget.
- Identifying and implementing organizational improvements (policies, procedures, regulations).
- Identifying the Team's development needs.
- Supporting the Country Director in the exercise of the duties, in accordance with the delegated authority.
- Permanent cooperation with the Country Director and the Central Office in Warsaw.
- Performing other related duties, agreed in advance.

Specific tasks and responsibilities:

- **Financial and accounting management** – managing finance and accounting processes, including:
 - development of the branch's annual financial plans, salary budgets and their correlation with the budgets of the implemented projects;
 - cooperation with the Chief Accountant to ensure correct accounting records;
 - monitoring the implementation of project budgets and the annual financial plan;
 - coordinating and supervising the branch's annual financial audits.
- **Administrative cost budget management** – administering the administrative cost budget by:
 - budget planning;
 - monitoring and controlling the implementation of the annual financial plan;

- identification and analysis of deviations from the plan;
- verifying legality and compliance of expenditure with donor requirements;
- cost optimization and budget risk management;
- preparing financial reports for the Board of Directors and the Finance Department.
- **Project budget management** – overseeing the preparation and implementation of project budgets, including:
 - supporting project teams in developing and updating budgets;
 - planning of administrative and personnel costs;
 - identifying solutions for unforeseen situations;
 - proposing budget changes;
 - periodic monitoring of budget implementation;
 - supervising preparation of financial reports for donors;
 - coordination of financial audits of projects.
- **Human resources process management** – overseeing:
 - recruitment, selection and professional development of employees;
 - development and implementation of annual recruitment plans;
 - enforcement of internal human resources policies and regulations;
 - implementation of occupational safety and health (OSH) requirements.
- **Compliance, procurement and grant management** – overseeing:
 - monitoring the compliance of project activities with internal regulations, the applicable legal framework and donor agreements;
 - organization and conduct of procurement procedures;
 - development and implementation of annual procurement plans.
- **Internal administrative management** – overseeing:
 - management of the branch's fixed assets;
 - keeping and administering financial and administrative documentation;
 - archiving documents;
 - management and coordination of IT-related matters.
- **Support to the Country Director** by:
 - representing the branch in relations with partners;
 - monitoring the achievement of the branch's objectives;
 - identifying and reporting potential risks;
 - contributing to the development of plans, annual reports and strategic documents;
 - reporting financial and administrative matters to the Central Office;
 - supporting preparation of materials for the Management Board.
- **Communication and team management:**
 - ensuring effective communication with the team regarding changes in policies, procedures, staff structure, trainings and organizational events;
 - overseeing team structure and resources within the Financial and Administrative Department.
 - Other administrative and financial tasks assigned by the Country Director and discussed in advance.

Opportunities:

- Work in a mixed, multicultural and international team;
- Opportunities for continuous professional development, including through the exchange of experience;

- Flexible work arrangement, with the possibility of hybrid work (after the onboarding period).

Required skills and qualifications:

- Completed higher education in relevant fields: finance, accounting, economics, management, public administration or related fields.
- Professional certifications in financial management, accounting, organizational management, or similar fields are an advantage.
- Minimum 7 years of relevant experience in the financial-accounting, administrative or operational management field.
- Demonstrated experience in managing budgets, financial reporting and administrative processes at organizational level and/or within project management.
- Experience working with external funding, including European Union funds and other international donors.
- Experience in implementing, monitoring and enforcing financial and administrative policies and procedures in an organizational structure.
- Experience in managing teams.
- Solid knowledge of the financial-accounting legislation, procurement procedures and administrative regulations applicable in the Republic of Moldova and the European Union.
- Advanced skills in budget planning, monitoring of budget execution and financial analysis.
- Strong skills in using financial analysis and reporting tools (advanced Excel, accounting systems, financial reporting applications).
- Fluency in Romanian, English B2/C1 – written and conversational, Russian B2/C1 – written and conversational, knowledge of Polish is an advantage.
- Ability to develop, adapt and implement internal financial and administrative procedures.
- High attention to detail and accuracy in the management of financial and administrative documentation.
- Demonstrated skills in organizing, planning, operational leadership and coordinating complex teams and/or processes.
- Ability to prioritize, work independently, and meet deadlines in a dynamic environment.
- Excellent written and verbal communication skills for interaction with partners, donors, suppliers, public institutions and other stakeholders.
- Ability to clearly present financial statements, reports and management recommendations.
- Solid analytical skills, strategic thinking, and solutions-oriented approach.

The application file will contain:

- ✓ Updated CV;
- ✓ Minimum two (2) reference contacts, from at least two (2) previous and/or current professional experiences;
- ✓ Cover letter (maximum 1 page), including a description of the relevant experience and the candidate's motivation for the position.

**Candidates who submit an incomplete application dossier will be excluded from the selection and evaluation process.*

Application procedure:

Interested candidates are invited to submit the application file (CV, cover letter and reference contact) in electronic format, by **February 25, 2026, 23:59 local time** to hr@solidarityfund.md, with the subject line: *"Deputy Director for Finance and Administration"*.

Evaluation criteria:

- Relevant studies and professional qualifications, in line with the ToR requirement (finance, accounting, economics, management, public administration), including professional certifications (if applicable) – maximum 15 points;
- Relevant professional experience of at least 7 years in the financial-accounting, administrative and/or operational management – maximum 20 points;
- Demonstrated experience in managing budgets, financial reporting and administrative processes, at organizational level and/or in project management – max. 20 points;
- Experience working with external funding, including European Union funds – maximum 15 points;
- Language skills, in accordance with the ToR requirements (Romanian, English and Russian; Polish is an advantage) – maximum 10 points;
- Ability to develop, adapt and implement internal financial and administrative procedures, including policies, regulations and instructions – maximum 10 points;
- Managerial and leadership skills, including organizing, planning, coordinating and managing teams and/or complex processes – maximum 10 points.

For details regarding the candidate evaluation process, please access [the link](#).

Selection and evaluation procedure:

The recruitment team individually analyzes the content of the documents and the consistency with the ToR and decides on the list of candidates invited to the first interview stage. In some cases, both interviews stages may be merged into a single interview.

During the first interview stage, the recruitment team assesses relevant information in the context of employment, the alignment of the candidate's competencies with the vacancy requirements, and their motivation. Where appropriate, the candidate may be asked to complete a task, with terms and conditions established. The recruitment team selects candidates who move on to the next interview stage.

The second interview stage with the organization's management constitutes the final stage of the recruitment process, during which candidates' expectations (financial and other) are discussed and contractual conditions are negotiated.

We inform you that, according to the organization's salary scale, the monthly remuneration for the Deputy Director for Finance and Administration, qualification level – Chief Specialist is from 33,120.00 – 46,368.00 MDL gross, depending on the candidate's skills and experience. Additionally, the role is eligible for a functional allowance, in accordance with internal regulations.

**Candidates selected following the evaluation of the files will be contacted and invited to the interview.*

*** The candidate has the right to establish on his own the limits of the confidentiality of the data provided and to mention which of the documents attached to the file are confidential.*

****Personal data will be processed by Solidarity Fund PL in Moldova for the purpose of carrying out the recruitment and selection process, in accordance with the provisions of the legislation in force and internal rules. The provision of personal data is carried out on a voluntary basis. Personal data may be transmitted to development partners, auditors, public law enforcement bodies, lawyers – for the purpose of controlling Solidarity Fund PL in Moldova, protecting rights, resolving disputes. Personal data will not be transmitted to other third parties without the prior consent of the applicant. Personal data will be kept by Solidarity Fund PL in Moldova for 3 years after the expiry of*

the deadline for submitting files unless otherwise requested by the candidate. Any questions regarding personal data can be directed to Solidarity Fund PL in Moldova via e-mail info@solidarityfund.md.

*****The recruitment and selection process will be carried out in such a way as to avoid discrimination on the grounds of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, religious denomination, sexual orientation, gender identity, temporary or permanent employment, or full-time or part-time – directly or indirectly, in accordance with the Policy on Combating Harassment and Discrimination. In case of detecting irregularities in the recruitment and selection process, you can report them according to [the Information Disclosure Procedure](#).*