**Resources Manager Serbia and Montenegro**

Location: Belgrade

We are looking for a Resources Manager Serbia and Montenegro to join our team in Belgrade. The post holder will be responsible for the end to end accounting processes in Serbia and Montenegro, including month and year end close while ensuring consistent, accurate and robust financial accounting processes in line with accounting practices and corporate policies.

**Role overview**

We are looking for a finance and office management professional to support our Serbia and Montenegro country operations including budget management, leadership, facilities, IT management and operational HR services. This role is also responsible for providing operational support to the regional and cluster Marketing and Business Development teams based in Belgrade office.

Working closely with our cluster and regional finance and HR teams, the main responsibilities for this role will be to:

* Lead and manage effective financial services in Serbia and Montenegro;
* Support the business leads to ensure accurate financial reporting and analysis;
* Support initiatives to maximize efficiency of the Serbia and Montenegro operations.

The Resources Manager will supervise, mentor and directly line-manage two colleagues within the Serbia resources team.

**Who can apply**

If you have a university degree qualification in finance, accounting or related field, have at least one year of working experience in a similar role, and are fluent in English and Serbian – we would love to receive your application.

**How to apply**

To apply, please visit the British Council Jobs portal and fill out the application form by Monday 14 August 2017. Only short-listed candidates will be notified.

**About the British Council**

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust. The British Council works with over 100 countries across the world in the fields of arts and culture, English language, education and civil society.

To help ensure a secure and prosperous future for the people of the Western Balkans, we work with governments, international organisations, businesses and other partners on institutional reform and capacity building. We enable professionals and young people to gain international skills and qualifications that will help them prosper and build a better future. We work in visual arts, film and music to build trust and understanding between people in the UK and the Western Balkans. Through the British Council’s digital platforms, over two million people each year discover more about UK culture and education. Underpinning all of this is English, one of the most important skills for prosperity.

Working for the British Council offers a unique opportunity to gain experience and develop skills in international cultural relations. We have over 7,000 members of staff in offices, teaching centres, libraries and information and resource centres in the UK and more than 100 countries and territories worldwide.