

Job Description: Project Accountant

Reports to	Finance and Administration Manager
Direct Subordinates	N/A
Location	Tbilisi, Georgia
Duration	01/08/2026 -31/07/2030

General context for the position

Swisscontact – the Swiss Foundation for Technical Cooperation – is a leading organisation in international development and cooperation, operating worldwide since 1959. It is the business-oriented independent foundation for international development cooperation and is represented in 41 countries with over 1200 employees. Since 1994, Swisscontact has been operating in seven developing countries in Eastern Europe, contributing to stronger economies and societies.

Swisscontact is preparing to launch a new initiative to support Georgia's hospitality sector, positioning the private sector as a key driver of industry-relevant skills development. The project, **Private Sector-driven Hospitality Skills for Employment (PS-HOST)**, is envisioned to enhance inclusive employment in the industry and create better income opportunities for youth, women and men—particularly disadvantaged groups from rural areas. To achieve this, the project will contribute to the development of a private sector-driven, Swiss-quality skills development ecosystem that delivers market-relevant training, career guidance, recruitment services, and innovative financing solutions.

The project aims to address systemic challenges in the hospitality labour market, including the shortage of skilled personnel, low service quality, high staff turnover, and limited access to quality training for rural underserved populations. Through strong collaboration between the private sector, public institutions, and Swiss partners, the project will promote sustainable workforce development and contribute to the long-term competitiveness of Georgia's hospitality sector.

Purpose of the Position

The Project Accountant is responsible for overseeing the financial dimensions of assigned projects, ensuring accuracy, compliance, and transparency throughout. Reporting directly to the Finance and Administration Manager, this role provides essential support to project managers and senior leadership by tracking budgets, monitoring expenditures, preparing financial reports, and ensuring adherence to organizational policies and established accounting standards.

Tasks and Responsibilities

- Track project costs and variances against budget.
- Ensure timely and accurate invoicing, expense allocations, and reconciliations.
- Generate monthly, quarterly, and ad-hoc project financial reports.
- Provide Tax declaration to the state Revenue Services on monthly basis
- Ensure adherence to internal financial policies and external regulatory requirements.

- Maintain accurate documentation for audits and compliance reviews.
- Assist in implementing financial controls to safeguard project assets.
- Work closely with the Finance and Admin Manager, project manager and external stakeholders.

Working Conditions and Environment

According to Country Manual/ Operations Manual

Requirements

- Bachelor's degree in accounting, Finance, or related field.
- 3–5 years of accounting experience, ideally in project-based environments.
- Proficiency in accounting software (especially AbaField software) and MS Excel.
- Excellent analytical, organizational, and communication skills.
- Self-motivated, possesses a positive outlook, flexible and able to work without close supervision and under pressure.
- Good command of English, and good communication and presentation skills
- Respect and transparency in dealing with others. Excellent organisational and interpersonal skills
- Proactive mindset with a focus on continuous improvement.

How to apply

Are you interested in a fascinating job in an international context, and strive for contributing to excellence and making a difference? We offer a challenging scope of duties and believe strongly in personal responsibility. In view of team composition, applications by female candidates are highly encouraged.

Send a CV (no more than 4 pages) and a cover letter (max. 1 page) in English stating why you are interested in working with Swisscontact as PS-HOST Project Accountant, to info.georgia@swisscontact.org

- Please write this subject in your e-mail application: Job applicant: Project Accountant: **Private Sector-driven Hospitality Skills for Employment (PS-HOST)**. Only shortlisted candidates will be contacted.
- The deadline for applications is 20 Jun 2026.