



INDO-ESTONIA BUSINESS COUNCIL

BRIDGING ECONOMIES · BUILDING FUTURES

JOB DESCRIPTION

Manager - Finance & Administration (Estonia)

Organization: Indo-Estonia Business Council (IEBC)

Department: Finance & Administration

Reports To: Board Member & Executive Director

Location: Tallinn, Estonia

Employment Type: Full-Time

About IEBC

The Indo-Estonia Business Council (IEBC) is a bilateral institutional platform dedicated to promoting trade, investment, innovation, education, entrepreneurship and strategic cooperation between India and Estonia.

IEBC works closely with businesses, universities, government agencies, startups, investors and industry associations to facilitate meaningful cross-border engagement and long term partnerships.

The Council operates on the principles of:

- Purpose driven governance
- Integrity
- Transparency in decision making
- Evidence based policy formulation
- Operational accountability
- Knowledge exchange
- Ethical representation
- Cross-border coordination

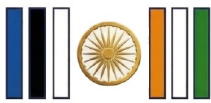
Role Purpose

The Manager - Finance & Administration (Estonia) will oversee the day to day finance,

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administration and operational support functions of IEBC's Estonia office and activities.

The role is responsible for financial management, budgeting, accounting coordination, administrative operations, vendor management, statutory compliance support, event administration and operational oversight of IEBC activities in Estonia.

The position will support IEBC's financial management, administrative operations, regulatory compliance and institutional activities in Estonia, ensuring operational efficiency, financial discipline and adherence to governance standards. This is a hands on management role requiring both strategic oversight and operational execution.

The role involves periodic domestic and international travel, including travel between India and Estonia, based on organisational requirements.

Core Responsibilities

1) Financial Management & Budget Control

- Prepare and manage annual budgets for IEBC Estonia operations.
- Monitor revenues, expenditures and programme budgets.
- Track financial performance against approved budgets.
- Prepare periodic financial reports and management dashboards.
- Support financial planning for conferences, delegations, training programmes and special initiatives.
- Maintain financial records and documentation in accordance with established procedures.

2) Accounting & Compliance Coordination

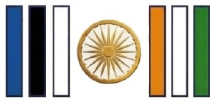
- Coordinate with external accountants, auditors and financial service providers.
- Support bookkeeping, invoicing and financial reporting processes.
- Monitor payment schedules, receivables and vendor obligations.
- Assist in preparation of financial statements and audit documentation.
- Ensure timely maintenance of statutory and financial records.
- Support compliance with applicable Estonian regulations and reporting requirements.

3) Administrative Operations

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- Oversee day-to-day administrative functions of IEBC.
- Maintain operational systems, records and documentation.
- Coordinate procurement and office administration activities.
- Manage contracts and service agreements with vendors and partners.
- Ensure effective document management and record retention.

4) Event & Delegation Administration

- Support financial and administrative planning for:
 - Business delegations
 - Trade missions
 - Academic visits
 - Conferences
 - Roundtables
 - Networking events
 - Training programmes
- Coordinate logistics, vendor payments and programme administration.
- Monitor event budgets and expenditure controls.
- Maintain participant and stakeholder records.

5) Membership & Partner Administration

- Maintain membership records and subscription tracking.
- Support invoicing and membership fee collection processes.
- Assist in administration of institutional partnerships and MoUs.
- Coordinate documentation related to members, sponsors and strategic partners.

6) Procurement & Vendor Management

- Manage relationships with service providers, consultants and vendors.
- Obtain quotations and support procurement decisions.
- Monitor vendor performance and contract compliance.
- Ensure cost efficiency and value for money in procurement activities.



7) Governance & Operational Support

- Support implementation of IEBC governance and administrative policies.
- Maintain confidentiality of financial and institutional information.
- Assist leadership with operational planning and reporting.
- Support internal controls and risk management procedures.
- Coordinate with the India office on cross-border operational matters.

Performance Metrics (Year-1)

- Budget adherence and financial control effectiveness
- Timeliness and accuracy of financial reporting
- Administrative efficiency and process compliance
- Vendor and stakeholder satisfaction
- Event and programme execution support
- Documentation accuracy and record management
- Audit readiness and compliance standards
- Operational cost management

Candidate Profile - Ideal Alignment

Educational Qualifications

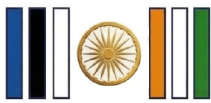
- Bachelor's or Master's degree in:
 - Finance
 - Accounting
 - Commerce
 - Business Administration
 - Economics
 - Public Administration
- MBA (Finance) will be preferred
- Professional qualifications such as ACCA, CPA, CMA, CA, CIMA or equivalent will be advantageous.

Professional Experience

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- 7-8 years of experience in finance, administration, operations or institutional management.
- Experience managing budgets and financial reporting.
- Familiarity with procurement, vendor management and office administration.
- Experience supporting international organisations, chambers of commerce, trade bodies, educational institutions or non-profit organisations will be preferred.
- Exposure to European business environments will be an advantage.

Technical Competencies

- Financial planning and budgeting.
- Accounting and reporting processes.
- Administrative systems and documentation management.
- Vendor and contract management.
- Event and programme administration.
- Strong proficiency in Microsoft Office and financial management tools.

Language Skills

- Professional proficiency in English is essential.
- Knowledge of Estonian or other European languages will be an advantage.

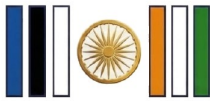
Behavioural Attributes

- High integrity and professionalism.
- Strong organisational and administrative capabilities.
- Detail oriented and process driven.
- Financially disciplined.
- Ability to manage multiple priorities simultaneously.
- Strong stakeholder management skills.
- Reliable, discreet and trustworthy.

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Compensation Structure

Competitive and commensurate with experience and local market standards.

Performance based review after six months.

Probation Period: 3 Months

Ethical Commitment Requirement

The candidate must adhere to:

- IEBC Code of Conduct
- Financial accountability standards
- Conflict-of-interest disclosure requirements
- Confidentiality obligations
- Responsible use of organisational resources
- Transparency and governance principles

The candidate shall contribute to maintaining IEBC's financial integrity, administrative efficiency and operational effectiveness in Estonia.

Interested applicants are invited to submit their applications to: hr@iebc.ee

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