

# RYCO

## Regional Youth Cooperation Office

### Open Call for Applications: Finance and Administration Officer

The Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism for youth cooperation within the Western Balkans. It has been created by an Agreement signed July 4, 2016 in Paris, by the governments of Albania, Bosnia and Herzegovina, Kosovo\*, Macedonia, Montenegro and Serbia. <sup>1</sup> The mission of RYCO is:

- to support the regional exchange of youth, and their sharing of ideas, as a ground for future cooperation prospects in our region, based on the values of co-existence, tolerance and respect for human rights and diversity, as well as commitment to inclusion and security,
- to step up regional cooperation among youth and youth-dedicated institutions and ensure implementation of joint programs for young people with the focus on the principles of democratic governance, sustainable economic development, education and innovation,
- to coordinate youth cooperation in the Western Balkans

RYCO founding members are the Signatories to the Agreement on the Establishment of the Regional Youth Cooperation Office of July 4, 2016: Albania, Bosnia and Herzegovina, Kosovo\*, Macedonia, Montenegro and Serbia.

The structure of RYCO consists of a Governing Board, a Secretariat and an Advisory Board.

The Secretariat of RYCO consists of a Head Office in Tirana, Albania, and of Local Branches in each of the five other Contracting Parties. The Secretariat is made up of the Secretary General, Deputy Secretary General as well as administrative, support and program staff.

The RYCO Secretariat, and more specifically it's Head Office, is in charge of:

1. Drafting the Strategic Plan and Operational Plans, in consultation with the Advisory Board,
2. Implementing the Strategic Plan and Operational Plans as approved by the Governing Board,
3. Proposing the annual RYCO Budget and its financial plan for the upcoming 3 year period,
4. All day-to-day financial issues in-line with the Financial Regulations
5. All program issues including programming, formulating and publishing calls for proposals, selection of proposals, tendering, assistance in writing applications, assistance in

<sup>1</sup> [www.rycowb.org](http://www.rycowb.org)

\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

- implementation, reviewing project reports, conducting on-the-spot checks of RYCO financed projects, and reporting,
6. Communication with donors, other than Contracting Parties, and ensuring additional financial support for RYCO in cooperation with the Chair of the Governing Board,
  7. Organising and implementing promotional, visibility and dissemination activities for RYCO,
  8. Organising the selection process for the staff of the Head Office and Local Branches in-line with the selection criteria and under the supervision of the Selection Committee set-up by the Governing Board,
  9. Ensuring that the Financial Regulations and Rules of Procedures are complied with,
  10. Coordinating the work between the Head Office and the Local Branches,
  11. Publishing calls and appointing the Proposal Evaluation Committee,
  12. Developing, implementing and monitoring the impact of quality control measures such as capacity buildings, trainings, research, monitoring and evaluation,
  13. Preparing the meetings of the Governing Board in coordination with the Chair,
  14. All other operational and administrative issues.

### **RYCO is looking for a: Finance and Administration Officer**

The Finance and Administration Officer (FAO) will be responsible for finance management, accounts maintenance, budget control and for coordinating logistics and broad administrative support functions, which may include supervision and execution of administrative tasks.

#### **Main responsibilities:**

- Prepares annual budget plan
- Develops financial rules and procedures as part of Internal Rules and Procedures documents and ensures it's implementation
- Provides financial and technical guidance to all implementing RYCO's internal financial procedures on a regular basis and as required
- Ensures that all projects are complying with internal financial controls
- Prepares and proposes periodical and annual financial reports and analyses. Maintain annual operating Secretariat budget and reviews monthly expenditures, preparing reports for SG and DSG as requested
- Monitors budgeting and expenditure processes for the RYCO Secretariat, coordinates and monitors budgeting and expenditure of Local Branches
- Ensures contractual and tender procedures implementation, and compliance with Internal Rules and Procedures and financial requirements. The Finance Officer will provide financial compliance expertise to the Secretariat administrative team, including the Secretariat's Officer and Local Branch Officer
- Reviews and verifies grant financial reports, including spot checking back-up documentation, monitoring and compliance with deadlines

- Tracks expenditures of granted projects, in coordination with LB Officers, reviews and troubleshoots project-level financial tracking. In coordination with Local Branches monitors expenditures of projects by analyzing financial data and producing monthly and ad hoc reports
- Supports Local Branch Officers to submit complete and accurate financial plans and reports in a timely manner
- Develops systems and tools for tracking financial procedures and assist with identifying solutions to challenges that arise. Reviews all areas of financial and accounting for accuracy and proper report content (e.g. finance accounting, procurement, and consultant agreements, etc.)
- Provides financial training and ongoing support to Officers on a variety of issues including budgeting, cost reporting, tracking, etc.
- Reviews accounting transactions, e.g., wire transfers, check requests
- Oversees, maintain and update financial files
- Performs other related duties as assigned

**Requirements:**

- Citizenship of one of one of the six Contracting Parties of the RYCO-Agreement: Albania, Bosnia and Herzegovina, Kosovo\*, Macedonia, Montenegro or Serbia
- Minimum of 5 years work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experience using financial software
- Advanced MS Excel skills
- Knowledge of financial regulations
- Experience and ability to work in intercultural environments
- Ability to simultaneously work on multiple projects / tasks
- Interpersonal and communication skills
- Time management skills and the ability to prioritize work
- Excellent analytical and numerical skills
- Strong ethics, with an ability to manage confidential data.
- Proficient command of English
- University degree of at least four years of higher education in Finance, Accounting or Economics

The holder of the position will be based in the Head Office of the RYCO-Secretariat in Tirana. The beginning of the contract is foreseen for 1<sup>st</sup> September 2017 at latest. The foreseen monthly remuneration is 1.600 Euro (full package).

RYCO is committed to achieving diversity and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply.

### **Necessary Documents:**

Candidates should enclose to application the following documents:

- Application Form (Available on <http://www.rycowb.org>)
- CV (Europass CV format)

The Europass CV template in English is available at <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

- Scanned copy of higher education degree
- Scanned passport copy
- Criminal Record Certificate
- Two written letters of recommendation

The application form, letters of recommendation and CV must be written in English.

Applications can be submitted by e-mail only. If you are interested in this position and fulfill the criteria, please send your application containing all necessary documents by email to [office@rycowb.org](mailto:office@rycowb.org) no later than 4<sup>th</sup> August 2017 by 18:00 (Central European Time). Applications received after the given deadline as well as those not accompanied by the necessary documents will not be considered.

Short listed candidates might be invited for an interview. If so, these interviews would be conducted beginning of August 2017.

For general information about RYCO, please check the website <http://www.rycowb.org>