

Position: Finance and Accounting Officer on the project “*Enhancing Youth Cooperation and Youth Exchange in the Western Balkans 6*” supported by the European Union (EU)

Work base: RYCO Head Office, Tirana, Albania

Expected beginning of the contract: August 2019

Duration of the contract: 24 months

Status in RYCO: Project Staff

Background:

For the background, please click [here](#).

Job Description:

The Project Finance and Accounting Officer is a RYCO Project Staff with a principal focus on the assurance of the financial and administrative integrity and optimal financial functioning of the Project, and its full compliance with all RYCO and Project funding partner regulations and guidelines. The Project Finance and Accounting Officer is responsible for all financial transactions, budgeting and for tracking the expenses for the EC Project in accordance with RYCO financial policies and donor’s reporting requirements and specific rules and procedures. He/she will be in charge of overseeing the overall financial and administrative management of the project. He/she will be expected to manage accounting, prepare and submit periodic financial reports, manage the annual audit exercise, prepare audit follow-up actions, and will be in charge of overseeing procurement and sub-contracting arrangements, in line with RYCO’s and the EU’s specific rules and procedures. All duties performed by the Finance and Accounting Officer will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Approves and executes payment of bills, handles correspondence, and maintains files;
- Records and posts all financial transactions;
- Prepares journal entries and registers ledgers with appropriate data;
- Registers all transactions in the accounting Software;
- Approves payroll for the staff;
- Prepares tax declaration accordingly to the rules and procedures as per applicable legislation;
- Prepares monthly cash and bank reconciliation reports;
- Prepares financial statements, estimates, and other financial analyses and management reports as per RYCO’s financial policies and donor’s reporting requirements;
- Prepares data and assists with the annual audit;
- Declares and prepares VAT returns reimbursement;
- Ensures that all contracts relating to activity agreements, procurement of goods and services are done in accordance with RYCO’s procurement policies;
- Performs other duties as and when required.

Requirements:

- University degree in accounting, economics, or a related field of study;
- At least five (5) years of experience in accounting, auditing, budgeting, financial planning and analysis or other relevant financial activities;
- Demonstrated experience with donor funded projects (EC preferable);
- Experience with accounting software packages (QuickBooks preferable);
- Strong attention to detail and accuracy;
- Excellent math and organizational skills;
- Strong communications and interpersonal skills;
- Ability to set priorities and manage multiple task functions simultaneously;
- Excellent knowledge of English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian and/or other local languages will be an asset;
- Previous experience in financial management of regional programs will be an asset;
- Previous experience in youth, intercultural and reconciliation related projects will be an asset.

Interested and qualified candidates need to enclose following documents to the application:

- [Application Form](#) (Please indicate in your Application Form the position you are applying for)
- CV ([Europass](#) CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- Two written letters of recommendation

The Application Form, the two letters of recommendation and the Europass CV must be in English. Additional documents will be required for shortlisted candidates.

Applications can be submitted by e-mail only.

If you are interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to recruitment@rycowb.org no later than **9 June 2019**.

Only shortlisted candidates will be invited for an interview.