

Position: Finance and Administration Assistant on the project “*Supporting the Western Balkan's Collective Leadership on Reconciliation: Building Capacity and Momentum for the Regional Youth Cooperation Office (RYCO)*”, supported by the UN Peacebuilding Fund

Work base: RYCO Head Office, Tirana, Albania

Expected beginning of the contract: August 2019

Duration of the contract: 12 months with possibility of extension depending on financial resources

Status in RYCO: Project staff

Background:

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

Job Description:

The Administration and Finance Assistant has a principal focus in 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 Finance and Administration Assistant is responsible for all financial transactions, budgeting and tracking the expenses for the Project in accordance with RYCO financial policies and donor’s reporting requirements. Responsible for coordinating the administration and HR services and functions linked with the Project. The Finance and Administration Assistant is directly accountable to the Project Leader and to the RYCO Finance and Administration Officer.

All duties performed by Finance and Administration Assistant will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Prepares payment of bills in accordance with regulations, handles correspondence, and maintains files in relation to the UN PBF funded activities;
- Records and posts all financial transactions;
- Assists in preparing journal entries and registering ledgers with appropriate data;
- Registers all transactions in the accounting Software;
- Prepares payroll for the UN PBF project staff ;
- Prepares tax declaration accordingly to the rules and procedures as per applicable legislation;
- Assists in preparing monthly cash and bank reconciliation reports;
- Prepares financial statements, projections, and other financial analyses and management reports as per RYCO’s financial policies and donor’s reporting requirements;
- Reports spending on the UN PBF related budgets lines to RYCO and UN PBF project staff regularly to enable financial planning and timely re-allocation; Prepares data and assists with the annual audit;
- Keeps the register of fixed assets and the amortization up to date.
- Prepares and maintains time sheet reports for UN PBF project staff (i.e. annual leaves, sick leaves, etc.);
- Participates on field visits to project sites and Local Branch Offices in order to ensure the financial and administrative management compliance.

Requirements:

- University degree or relevant training in accounting, economics, or a related field of study;
- At least three (3) years of experience in accounting, auditing, budgeting, financial planning and analysis or other financial activities;
- Experience with donor funded projects (UN preferable);
- Experience with accounting software packages (QuickBooks preferable);
- Ability to set priorities and manage multiple task functions simultaneously;
- Excellent math and organizational skills;
- Strong communications and interpersonal skills;
- Strong attention to detail and accuracy;
- Excellent knowledge of English;
- Previous experience in financial management of the regional programs will be an asset;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian and/or other local languages 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
- One written letter of recommendation

The Application Form, the letter 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 interview.