

Position: Accountant

Work base: RYCO HO, Tirana, Albania

Expecting date of the contract: December 2019

Duration of the contract: 3 years with possibility of extension

Status in RYCO: Core Staff

Background:

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

Job Description:

The Accountant works under the direct supervision of Finance Manager and it is primary responsible for payments, accounts maintenance and reconciliation, petty cash and preparation of draft financial reports on expenditures. S/he contributes to the efficient operations of the RYCO system under the framework of implementation of the RYCO Strategic Plan, in regards to the upholding the RYCO institutional and organisational excellence. All duties performed by the Accountant must be in line with RYCO internal rules and procedures.

Main responsibilities:

- Assists the Finance Manager in preparation of regular financial reports with tracking of the level of expenditures vis-à-vis defined targets and budget plans;
- Works under the supervision of Finance Manager in planning the financial disbursements;
- Prepares financial forecasts and requests for payments;
- Handles accounting transactions, e.g., wire transfers, check requests;
- Maintains relations with the banking institutions in order to ensure smooth processing of all financial transfers;
- Oversees, maintains and updates financial files and ensure its safekeeping in line with best accounting and bookkeeping standards;
- Works under direct supervision of Finance Manager to ensure that payments, organizational accounts and expenditures as well as petty cash management are aligned with the organizational standards and programmatic objectives.

Requirements:

- Nationality of one of the RYCO Contracting Parties;
- University degree in Finance, Accounting, Economics, or other related field;
- Minimum of 2 years working experience in accounting and bookkeeping with regional, international organizations, government, public sector or NGOs;
- Knowledge of financial and accounting procedures;
- Experience using financial software would be an asset;
- Advanced MS Excel skills;
- Experience and ability to work in intercultural environment;
- Good interpersonal and communication skills;
- Time management skills and ability to prioritize work;
- Excellent numerical skills;

- Strong ethics, with an ability to manage confidential data;
- Proficiency in English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin or Serbian will be an asset;
- Experience in youth, intercultural and reconciliation related projects will be an asset;
- Familiarity with UN or EU funded projects and major bilateral donors is desirable.

Interested and qualified candidates need to enclose following documents:

- RYCO application form (Indicating the position for which you are applying for)
- CV (Europass CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- One recommendation letter

RYCO application form, the recommendation letter and the Europass CV must be in English. Additional documents will be required for shortlisted candidates.

Applications can be submitted by e-mail only to recruitment@rycowb.org no later than 20 November 2019.

Only shortlisted candidates will be notified on the next selection steps.