

Position: Finance and Administration Assistant on the project “*ROUTE WB6*”, supported by the Norwegian Ministry of Foreign Affairs (NMFA)

Work base: RYCO Head Office Tirana, Albania

Starting date of the contract: June 2020

Duration of contract: 18 months

Status in RYCO: Project Staff

Background:

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

Job Description:

The Finance and Administration Assistant is a member of RYCO Project Staff. Her/his principal focus is the assurance of the financial and administrative integrity and optimal financial functioning of the ROUTE WB6 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 ROUTE WB6 project in accordance with RYCO financial policies and donor’s reporting requirements. She/he is responsible for coordinating the administration and HR services and functions linked with ROUTE WB6 Project. The Finance and Administration Assistant is directly accountable to the RYCO Finance Manager. All duties performed by Finance and Administration Assistant will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities

Finance Responsibilities:

- Approves payment of bills in accordance with regulations, 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 or executes payroll for project staff involved;
- Declares all applicable taxes in front of relevant authorities accordingly to the rules and procedures as per applicable legislation;
- Prepares monthly cash and bank reconciliation reports;
- Analyzes financial reports of consortium members as well as tracks the project budget;
- 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.

Administrative responsibilities:

- Ensures that all contracts relating to activity agreements, procurement of goods and services are done in accordance with RYCO’s procurement rules;

Human Resources Responsibilities:

- Approves time sheet reports for employees (i.e. annual leaves, sick leaves, etc.);

- Conducts field visits to consortium members in order to ensure the highest level of financial and administrative management compliance;
- Proposes, when needed, training and/or orientation for the Project and RYCO Staff as required.

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 (EC or 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
- 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 **19 May 2020**.

Only shortlisted candidates will be invited for interview.