

Position: Finance Assistant

Work base: RYCO Head Office Tirana, Albania

Starting date of the contract: July 2020

Contract type: Employment Contract

Duration of contract: 12 months with the possible extension

Supported by: Swedish International Development Cooperation Agency

Status in RYCO: Project Staff

Background

RYCO is an intergovernmental organization that stewards and promotes regional, cross-border and intercultural cooperation of youth within and among its six Western Balkan (WB) Contracting Parties. The Agreement on Establishment of RYCO was signed by the WB six Prime Ministers at the Paris Summit, on 4 July 2016, within the Berlin Process. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organization. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties, while its Head Office is the organizational hub situated in Tirana.

With the support of the Swedish International Development Cooperation Agency (SIDA), RYCO is implementing an institutional support and capacity building project which aims at increasing RYCO's organizational sustainability and efficiency by strengthening management, operation systems and structures. Through this institutional grant, RYCO seeks to further develop a strategic transition towards a consolidated mid-sized intergovernmental organization that can deliver to the highest standards in compliance with its vision, mission and expectations.

Job Description

The Finance Assistant is a member of the Operations Department. Her/his principal focus is the assurance of the financial integrity, optimal financial functioning of the department and its full compliance with all RYCO regulations and guidelines. The Finance Assistant is responsible for all financial transactions, budgeting and tracking the expenses in accordance with RYCO financial policies and reporting requirements. The Finance Assistant is directly accountable to the Finance Manager.

Main Responsibilities

- Prepares payment of bills in accordance with regulations and handles the correspondence;
- Records financial transactions in the e-banking system and upload the justifying documents;
- Provide support to Local Branch Offices to ensure the highest level of financial compliance;
- Prepares journal entries and registers ledgers with appropriate data;
- Registers all transactions in the accounting Software;
- Prepares payroll for RYCO core staff in accordance with internal regulations;
- Prepares all applicable taxes 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 reporting requirements;
- Prepares data and assists with the annual audit;
- Declares and prepares VAT returns reimbursement;
- Establish filing system of key documents and maintain the financial archive updated and in line with audit requirements;
- Perform any other tasks that may be assigned by the supervisor.

Requirements

- University degree in related field of study like: Finance, Accounting or Economics;
- At least three (3) years of experience in finance and accounting;
- Experience with international organizations or donor funded projects;
- Experience with accounting software packages (QuickBooks preferable);
- Excellent math and organizational skills;
- Ability to set priorities and manage multiple task functions simultaneously;
- Strong communications and interpersonal skills;
- Strong attention to detail and accuracy;
- Strong ethics, with an ability to manage confidential data;
- Excellent knowledge of English;
- 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 25 June 2020, 17:00 (CET).**

Only shortlisted candidates will be invited for interview.