

Job code: FAO/HO

Position: Finance and Administration Officer (FAO)

Work base: RYCO Head Office, Tirana, Albania

Expected beginning of the contract: June 2021

Project duration: July 2022

Duration of the contract: 12 months, with possibility of extension as per the project duration

Status in RYCO: Project Staff

Job Description:

The Finance and Administration Officer reports to the Finance Manager in the RYCO Head Office, with a dotted line to the Project Coordinator of the RISE Project. Her/his principal focus is on the assurance of the financial and administrative integrity and optimal financial functioning of the Project, and its full compliance with all RYCO and donor/partners regulations and guidelines. The Project Finance and Administration Officer is responsible for all financial transactions, budgeting and for tracking the expenses for the RISE Project in accordance with RYCO financial policies and donor/partner'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 donor audits and prepare audit follow-up actions. All duties performed by the Finance and Administration Officer will be in line with RYCO rules and procedures, as well as donor/partners requirements.

Main responsibilities:

Finance:

- Keep financial records and perform financial procedures (e.g, receipts, payments requests, petty cash) related to the project;
- Ensure expenses are authorized and processed in accordance with agreed procedures for both RYCO and donors;
- Monitor project expenditures and provide quarterly and accurate budget implementation reports for internal management according to the work plans;
- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation ensuring they are complete, well archived and safeguarded and compliance with finance and procurement regulations;
- Train Local Structures according to RYCO and/or donor financial guidelines and reporting requirements;
- Review of the financial reports of Local Structures;
- Ensure agreed reporting dates are maintained according to RYCO's and donor/partners requirements;
- Prepare timely and accurate financial reports based on donor and projects requirements;
- Prepares analysis of financial information, availability of funds, readjustment of funds, monitoring of delivery of funds;
- Prepare payroll of project staff;
- Provide support and work closely with the Finance Manager for all financial aspects;
- All other duties as assigned by the Direct Supervisor.

Administration:

- Maintain office filing system for both finance and administration of the project;
- Maintains the inventory of project assets/equipment and project correspondence and files;
- Support with logistics and other arrangements for events and project activities.
- Work in close collaboration with Procurement Officer for procurement activities of the project
- Other administration duties as required by Director of Operations

Requirements:

- University degree in Finance, Accounting, Economics, or other related field;
- At least four (4) years of experience in accounting, auditing, budgeting, financial planning and analysis
or other financial activities;
- Previous experience in financial management of the regional programs will be an asset;
- Experience with donor funded projects;
- Experience with accounting software packages (QuickBooks preferable);
- Ability to set priorities and manage multiple task functions simultaneously;
- Excellent organizational and multitasking skills;
- Strong attention to detail and accuracy;
- Time management skills and ability to prioritize work;
- Strong communications and interpersonal skills;
- Proficient command of English;
- Knowledge of one of WB6 language will be an asset;
- Excellent knowledge of MS Office.

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 recommendation letters.

The Application Form, the recommendation letter and the Europass CV must be in English. Additional documents may be required for shortlisted candidates.

Please submit applications by e-mail only and indicate the job code in the email subject.

Should you be 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 **11 May 2021**.

Only shortlisted candidates will be invited for an interview.