



Implemented by



**Job code:** FAO/SRB

**Position:** Finance and Administration Officer (FAO)

**Work base:** RYCO Local Branch Office (LBO) in Serbia

**Expected beginning of the contract:** July 2021

**Project duration:** Three (3) years

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

**Status in RYCO:** Project Staff

### **Background:**

RYCO has entered a multi-donor partnership jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The project contributes to the overall objective of increasing skills and knowledge of young people in the Western Balkans by enhancing education systems and promoting cooperation in the region through the specific objective of strengthening capacities of RYCO and establishing a regional school exchange scheme. For more detailed information, please click [here](#).

### **Job Description:**

The Finance and Administration Officer reports to the Finance Manager in the RYCO Head Office, with a dotted line to the Head of Local Branch Office. Her/his principal focus is to provide financial and administrative support to the Local Branch Office in Serbia, while ensuring financial integrity, optimal financial functioning of the LBO and its full compliance with all RYCO regulations and guidelines and the local relevant legislation. She/he is responsible for all financial transactions, budgeting and tracking the expenses in accordance with RYCO and financial policies and reporting requirements. In addition, the FAO is responsible to ensure financial data accuracy, the entry of all transactions on the accounting software and the administration of the payroll and to provide technical assistance in implementation of RYCO and project activities.

### **Main responsibilities:**

#### **Finance:**

- Keep financial records and perform financial procedures (e.g, receipts, payments requests, petty cash) related to the project and to the LBO;
- 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;
- Support LBO Serbia for the financial management of grantees, ensuring RYCO rules and procedures are followed accordingly; (supporting grantees during the implementation of the projects for financial inquires, reviewing financial reports, finance monitoring etc).

- 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 grant beneficiaries according to RYCO and/or donor financial guidelines
- Ensure agreed reporting dates are maintained according to RYCO's and donors requirements;
- Support the LBO on audit, financial risk management and fraud prevention issues;
- Prepare timely and accurate financial reports based on donor and projects requirements;
- Assisting in preparation of budget plans, budget revisions and status of funds and expenditures for project and LBO Serbia;
- Assist in 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:**

- In close coordination with the Head Office, develop and maintain effective office systems (e.g., IT support, office maintenance, fixed assets, supplier contact), ensuring these are consistent with RYCO's operating requirements;
- Support the efficient running of the LBO Serbia office daily operations;
- Ensures that all contracts relating to activity agreements, procurement of goods and services are done in accordance with RYCO's procurement rules;
- Ensure financial, accounting and labour compliance with the regulatory bodies in Serbia;
- Conduct procurement processes under the guidance of HO Procurement Officer;
- Maintain office filing system for both finance and administration in the region;
- Support with logistics and other arrangements for events and project activities.
- Maintains the inventory of RYCO/ Project assets and project correspondence and files;
- Ensures regular office work is completed in a timely manner, including maintaining of all program files, correspondence and photocopies;
- Other administration duties as agreed.

#### **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 Serbian is required, knowledge of other WB6 languages is 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](mailto:recruitment@rycowb.org) no later than **4 June 2021**.

Only shortlisted candidates will be invited for an interview.