



Implemented by



Position:	Finance & Administration Officer
Vacancy ref:	HR061
Work base:	RYCO Local Branch Office, Podgorica, Montenegro
Contract duration:	12 months, with the possibility of extension
Expected start:	March 2022
Project duration:	until Mar-2024
Application deadline:	25-Mar-2022
Hours:	Full time with 40 hours per week Monday through Friday
Gross Salary Range:	From 1200 up to 1300 EUR per month

About RYCO:

Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans 6 participants (WB6): Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between the youth in the region through youth exchange programs. The Agreement on the Establishment of RYCO was signed by the WB 6 Prime Ministers at the WB Summit held in Paris, on 4 July 2016. Please click [here](#) for more information.

About the project:

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 summary:

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 Montenegro, 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.

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

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 Montenegro 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 Montenegro;
- 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 Montenegro 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 Montenegro;
- 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 required;

Requirements:

- University degree in Finance, Accounting, Economics, or other related fields;
- Citizenship of Montenegro, or permanent residency at the time of application
- At least five (5) 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;
- Demonstrated experience with donor funded projects;
- Experience with accounting software packages;

- 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 Montenegrin is required, knowledge of other WB6 languages is an asset;
- Excellent knowledge of MS Office.

How to apply:

To be considered for this position, please send the application materials via email, with the subject line “**HR061 FAO**” to recruitment@rycowb.org no later than **March 25th, 2022**. All applications must include:

- ✓ [Application Form](#) (completed in English language)
- ✓ [Europass CV](#) format (completed in English language)
- ✓ A scanned copy of your academic qualification (in English or local language)
- ✓ A scanned passport copy;
- ✓ Two written reference letters from previous employers (in English language)

This position is open only to citizens or permanent residents of Montenegro. Female candidates and applicants coming from marginalized communities are encouraged to apply.

Only finalists will be contacted for the next recruitment stage which is a written assignment, followed by the interviews. The successful candidate will be required to submit a criminal record check before being offered a contract with RYCO.