



Position:	Finance and Administration Assistant
Vacancy ref:	HR064
Work base:	RYCO Head Office Tirana, Albania
Contract duration:	November 30, 2022, with the possibility of extension
Expected start:	March 2022
Application deadline:	11-Mar-2022
Hours:	Full time with 40 hours per week Monday through Friday
Gross Salary Range:	From 900 up to 1000 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.

Job Summary:

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.

* 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.



Requirements:

- University degree in related field of study like: Finance, Accounting or Economics;
- At least five (5) years of experience in finance;
- Demonstrated experience with international organizations
- Demonstrated experience with donor funded projects;
- Experience with accounting software packages;
- 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.

How to apply:

To be considered for this position, please send the application materials via email, with the subject line “**HR064 FAA**” to recruitment@rycowb.org no later than **March 11th, 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)

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.