



Position:	Accountant (Maternity cover)
Vacancy ref:	HR067
Work base:	RYCO Head Office Tirana, Albania
Contract duration:	Until December 31, 2022, with the possibility of extension up to a maximum one year from day of appointment within this position
Expected start:	As soon as possible
Application deadline:	June 6 th , 2022
Salary range:	1,000 up to 1,100 EUR monthly gross income
Benefits:	Local position benefits: private health insurance, mobile phone credit

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 accountant works under the direct supervision of Finance Manager and it is primary responsible for payments, accounts maintenance and reconciliation, petty cash and preparation of draft financial reports on expenditures. S/he contributes to the efficient operations of the RYCO system under the framework of implementation of the RYCO Strategic Plan, in regards to the upholding the RYCO institutional and organizational excellence. All duties performed by the accountant must be in line with RYCO internal rules and procedures.

Responsibilities:

- Assists the Finance Manager in preparation of regular financial reports with tracking of the level of expenditures vis-à-vis defined targets and budget plans;
- Works under the supervision of Finance Manager in planning the financial disbursements;
- Prepares financial forecasts and requests for payments;
- Handles accounting transactions, e.g., wire transfers, check requests;
- Maintains relations with the banking institutions in order to ensure smooth processing of all financial transfers;
- Oversees, maintains and updates financial files and ensure its safekeeping in line with best accounting and bookkeeping standards;
- Works under direct supervision of Finance Manager to ensure that payments, organizational accounts and expenditures as well as petty cash management are aligned with the organizational standards and programmatic objectives.

* 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 Finance, Accounting, Economics, or another related field;
- Minimum of 2 years working experience in accounting and bookkeeping with regional, international organizations, government, public sector or NGOs;
- Passport holder of Albania, or proof of permanent residency at the time of application with full legal rights to work in Albania without sponsorship
- Proven knowledge of financial and accounting procedures in Albania
- Experience using financial software would be an asset;
- Advanced MS Excel skills;
- Experience and ability to work in intercultural environment;
- Good interpersonal and communication skills;
- Time management skills and ability to prioritize work;
- Excellent numerical skills;
- Strong ethics, with an ability to manage confidential data;
- Proficiency in English and Albanian, languages
- Knowledge of Bosnian, Croatian, Macedonian, Montenegrin or Serbian will be considered an asset;
- Experience in youth, intercultural and reconciliation related projects will be an asset;
- Familiarity with UN or EU funded projects and major bilateral donors is desirable.

How to apply:

To be considered for this position, please send the application materials via email, with the subject line **“HR067 Accountant”** to recruitment@rycowb.org no later than **June 6th, 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 scan or a picture of your passport or local ID
- ✓ Scanned two written reference letters from previous employers (in English language)

Female candidates and candidates from socially marginalized groups 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.