

**Position:** Finance Manager

**Work base:** RYCO HO, Tirana, Albania

**Contract Duration:** 3 Years

**Expected date of the contract:** January 1, 2022

**Status in RYCO:** Core Position

**Job Description:**

The Finance Manager will be responsible for finance management, accounts maintenance, budget control and preparation of key RYCO draft financial reports, and also serve as the principal advisor on all financial management issues for the overall operations of RYCO, Local Branch Offices (LBOs) as well as RYCO grantees. S/he ensures to the efficient financial and budget management operations of the RYCO, and thus contributing to the implementation of RYCO Strategic Plan (2022-2025), especially in regards to the upholding the RYCO institutional and organisational excellence. All duties performed by Finance Manager must be in line with RYCO internal rules and procedures.

**Main responsibilities:**

- Prepares RYCO annual budget plan in close cooperation with programmatic and operations staff under the supervision of Director of Operations and in concert with Program Director;
- Prepares regular financial reports with tracking of the level of expenditures vis-à-vis defined targets and budget plans;
- Develops financial rules and procedures as part of Internal Rules and Procedures documents and ensures its implementation under the supervision of Director of Operations;
- Provides financial and technical guidance to all implementing RYCO's internal financial procedures on a regular basis and as required in concert with programmatic staff;
- Ensures that all projects are complying with internal financial controls;
- Prepares and proposes periodical and annual financial reports and analyses. Maintain annual operating Secretariat budget and reviews monthly expenditures, preparing reports for SG and DSG as requested;
- Monitors budgeting and expenditure processes for the RYCO Secretariat, coordinates and monitors budgeting and expenditure of Local Branch Offices;
- Ensures compliance with the financial segment of Internal Rules and Procedures by RYCO staff and grantees;
- Provides financial compliance expertise to the operations team and Local Branch Offices;
- Provides comments to the grant's proposals' budget to the Grants Officer;
- Reviews and verifies grant financial reports, including spot checking back-up documentation, monitoring and compliance with deadlines;
- Tracks expenditures of granted projects, reviews and troubleshoots project-level financial tracking, in coordination with Heads of LBOs;
- Monitors expenditures of projects by analysing financial data and producing monthly and ad hoc reports, in coordination with Heads of LBOs;

- Supports Heads of LBOs to submit complete and accurate financial plans and reports in a timely manner;
- Develops systems and tools for tracking financial procedures and assists with identifying solutions to challenges that arise;
- Reviews all areas of financial and accounting for accuracy and proper report content (e.g. finance accounting, procurement, and consultant agreements, etc.);
- Provides financial training and on-going support to RYCO staff on a variety of issues including budgeting, cost reporting, tracking, etc.;
- Reviews accounting transactions, e.g., wire transfers, check requests;
- Oversees, maintains and updates financial files;
- Directly supervises the Accountant in order to ensure that payments, organisational accounts and expenditures as well as petty cash management are aligned with the organisational standards and programmatic objectives.

#### **Requirements:**

- At least five years of professional experience in managerial positions in administrative and finance management departments of International/Regional/Governmental or Non-governmental organizations
- Sound understanding of WB 6 Contracting Parties context (legislation and practices regulating the areas of finances, taxation, procurement, labor laws, contracting, etc.);
- University degree in Finance, Accounting or Economics and a minimum of 2 years working experience in accounting and bookkeeping with international organizations, public sector bodies and/or NGOs;
- Demonstrated knowledge of financial and accounting procedures;
- Ability to simultaneously work on multiple projects/tasks;
- Good interpersonal and communication skills;
- Time management skills and the ability to set priorities;
- Excellent analytical and numerical skills;
- Strong ethics, with an ability to manage confidential data;
- Experience using financial software would be an asset;
- Advanced MS Excel skills;
- Demonstrated ability to work in an intercultural environment;
- Solution-oriented and managerial mind set;
- Proficiency in English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin and/or Serbian would be an asset;

- Proficient user of all MS office programs and familiar with accounting software;
- Bachelor degree in economy, finances, business and management or related field;
- Experience with managing large scale projects focusing on youth, intercultural understanding and reconciliation will be an asset;
- Previous experience/familiarity with UN agencies, EU funded projects and bilateral donors is desirable.

**How to apply:**

To be considered for this position, please send the application materials via email, with the subject line “**HR073 Finance Manager**” to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than **December 9<sup>th</sup>, 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 any WB6 language*)
- ✓ A scan or a picture of your passport or your local ID issued by any of the Western Balkans 6 participants (WB6): Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia
- ✓ 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.