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Job code: FAA/AL

Position: Finance and Administration Assistant (FAA)

Work base: RYCO Head Office in Albania, Tirana

Expected beginning of the contract: October 2023

Project duration: Three (38) months

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

Status in RYCO: Project Staff

Background:

RYCO begins with the implementation of a project supported by German Federal Ministry of Foreign Affairs. The Western Balkans Youth Cultural Fund project aims to bring together the cultural scenes from across the region by supporting grass-roots cultural initiatives which will serve as a valuable contribution to foster regional cooperation and mutual understanding of intercultural dialogue, peacebuilding and reconciliation process.

Job Description:

The Finance and Administration Assistant reports to the Head of Finance in the RYCO Head Office, and work in collaboration with the Project Manager of the project. Her/his principal focus is to provide financial and administrative support to *The Western Balkans Youth Cultural Fund Project*, while ensuring financial integrity, optimal financial functioning of the project and its full compliance with all RYCO regulations and guidelines and the relevant local legislations. She/he is responsible for all financial transactions, budgeting, and tracking expenses in accordance with RYCO and/or donor financial policies and reporting requirements. In addition, the FAA is responsible to ensure financial data accuracy, the entry of all transactions on the accounting software and the administration of the payroll.

Main responsibilities:

Finance:

- Keep financial records and perform financial procedures (e.g., receipts, payments requests, pettycash) related to the project;
- 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;



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- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation ensuring they are complete, well archived, safeguarded, and in compliance with finance and procurement regulations;
- Train grant beneficiaries according to RYCO and/or donor financial guidelines and reporting requirements.
- Ensure agreed reporting dates are maintained according to RYCO's and donor's requirements;
- Prepare timely and accurate financial reports based on donor and projects requirements
- Carry out the procedures regarding VAT reimbursement from MEFA for project expenses and
- Assisting in the preparation of budget plans, budget revisions, and status of funds and expenditures for the project;
- Assist in analysis of financial information, availability of funds, readjustment of funds, monitoring of delivery of funds;
- Prepare payroll of project staff;
- Manage and lead the full process of the regional monthly accounting and close the process with supporting documentation;
- Provide support and work closely with the Head of Finance for all financial aspects;
- All other duties as assigned by the Direct Supervisor.

Administration:

- Ensures that all contracts relating to activity agreements, and procurement of goods and services are done in accordance with RYCO's and/or donor procurement rules;
- Maintain office filing system for both finance and administration;
- Other administration duties as agreed;
- Maintains the inventory of project assets and project correspondence and files.

Requirements:

- University degree in Finance, Accounting, Economics, or other related fields;
- At least four (4) years of experience in accounting, auditing, budgeting, financial planning and analysis, or other financial activities;
- Previous experience in the financial management of the regional programs will be an asset;
- Experience with donor-funded projects;



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- 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 communication and interpersonal skills;
- Proficient command of English;
- Knowledge of one official WB6 language is a must, while knowledge of other additional languages in the WB6 is an asset.

Interested and qualified candidates need to enclose the following documents to the application:

- [Application Form](#) (Please indicate in your Application Form the position you are applying for);
- CV;
- Scanned copy of higher education degree;
- Scanned passport copy;
- Two written recommendation letters.

The monthly financial package ranges from 850 EUR up to 1250 EUR NET.

The Application Form, the recommendation letter and the CV must be in English. Additional documents may be required for shortlisted candidates.

Applications can be submitted by e-mail only.

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 no later than **21 September 2023**.

The recruitment process consists of a written assignment and one interview. Only the shortlisted candidates will be invited to take the written assignment and afterward invited for an interview.