



Position:	Finance and Administration Officer
Vacancy ref:	HR100
Work base:	RYCO HO, Tirana, Albania
Contract duration:	12 Months with the possibility of extension
Expected start:	January 2023
Application deadline:	24 November 2023

About RYCO:

RYCO is an intergovernmental organization that stewards and promotes regional, cross-border and intercultural cooperation within and among the Western Balkans (WB) 6 Contracting Parties. The Agreement on establishment of RYCO was signed by the WB 6 Contracting Parties Prime Ministers on WB Summit held in Paris, on 4 July 2016, within the Berlin Process. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organization. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties, while its Head Office is the organizational hub situated in Tirana.

Job summary:

The Finance and Administration Officer principal focus is to provide financial and administrative support to the Local Branch Office (LBO), while ensuring financial integrity and optimal financial functioning of the LBO. S/he is responsible for all financial transactions, budgeting and tracking of expenses. In addition, the FAO is responsible to ensure financial data accuracy, the entry of all transactions in the accounting software, the administration of the payroll and to provide technical assistance in the implementation of RYCO and project activities.

S/he is reporting to the Head of Local Branch Office.

Responsibilities:

- Keeping financial records and perform financial procedures (e.g., receipts, payments requests, petty cash) related to the project and to the LBO.
- Ensuring the authorization and process of expenses in accordance with agreed procedures for both RYCO and donors.
- Monitoring project expenditures and providing quarterly and accurate budget implementation reports for internal management according to the work plans.
- Supporting the LBO for the financial management of grantees (supporting grantees during the implementation of the projects for financial inquiries, reviewing financial reports, finance monitoring etc).

- Maintaining the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation ensuring they are complete, well archived and safeguarded
- Training of grant beneficiaries on financial guidelines.
- Ensuring agreed reporting dates are maintained according to RYCO's and donors' requirements.
- Supporting the LBO on audit, financial risk management and fraud prevention issues.
- Preparing of 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 projects and the LBO.
- Assisting in analysis of financial information, availability of funds, readjustment of funds, monitoring of delivery of funds.
- Preparing payroll of project staff.
- Providing support and work closely with the Finance Manager for all Financial aspects.

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;
- 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.

How to apply:

To be considered for this position, please send the application materials via email, with the subject line “**HR100 Finance Administration Officer**” to recruitment@rycowb.org no later than **November 24th, 2023**. All applications **MUST** include:

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

Only the shortlisted candidates will be contacted for the next recruitment stage. The successful candidate will be required to submit a criminal record check before being offered a contract with RYCO.

