



**Position:** Accounting Officer (AO)  
**Vacancy ref:** HR101  
**Work base:** RYCO HO, Tirana, Albania  
**Contract duration:** 12 Months with the possibility of extension  
**Expected start:** January/February 2024  
**Application deadline:** 8 January 2024

### **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 accountant will maintain the integrity of the General Ledger reporting system by ensuring that all journal entries are posted in timely manner, assist with annual audit, prepare annual tax schedules and ensure subsidiary ledgers and journals are closed in accordance with established procedures and maintain compliance with grants/projects.

S/he is reporting to the Head of Finance.

### **Responsibilities:**

- Maintaining accurate and up to date records of all financial transactions of RYCO;
- Recording, classifying and summarizing financial transactions in accordance with the law regulations provided for accounting management, International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards and prescribed legal regulations for taxpayers – legal subjects in Republic of Albania;
- Ensuring Appropriate financial control in compliance with Albanian legislation;

- Using ERP Accounting platform and another software application, such as Excel spreadsheets, statistical packages and graphic packages to assemble, manipulate and/or format data for accounting and reporting purposes;
- Preparation of monthly, quarterly and annual financial reports;
- Preparation of monthly, quarterly and annual budget execution reports;
- Reconciliation of Bank statements;
- Computation and payment of staff salaries on a monthly basis;
- Cooperation with external auditors to carry out annual external auditing;
- Assisting in preparing regular financial reports with tracking of the level of expenditures vis-à-vis defined targets and budget plans;
- Follow up the suppliers, grantees and partner's accounts and balances
- Prepare the health & social contributions and income tax declaration as required by the Albanian tax legislation;
- Maintain bookkeeping records and prepare tax reports of international staff contracted as sole entrepreneurs;
- In case of possible control/audits from tax/social security authorities for the relevant period, the accounting firm/individual will be responsible to provide all necessary explanation and documentation to relevant authorities and be fully liable to cover any penalties that might arise due to performance related to bookkeeping/tax reporting activities;
- Overseeing, maintaining, and updating financial files and ensure their safekeeping in line with best accounting and bookkeeping standards.

### **Terms of Reference**

- Ensuring that payments, organizational accounts, and expenditures as well as petty cash management are aligned with the organizational standards and programmatic objectives.
- Advising and assisting the Head of Finance in the compilation and control of the RYCO's various budgets;
- Bringing to the attention of the management any abnormality in the disbursement of the RYCO's funds;
- Advising in the improvement of the financial management system, internal control system, the use of financial management software (ERP), the medium-term and program budgeting;
- Other financial management duties assigned by Head of Finance;

### **Requirements:**

- Bachelor's degree in Finance, Accounting or related fields
- 5-10 years accounting experience
- Non-profit accounting experience or recent relevant training
- Advance Excel software skills
- Knowledge of fund accounting business accounting systems
- Comfortable with learning and using various software programs
- Strong interpersonal, oral and written communication skills
- 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;

- ❑ 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 “**HR101 Finance Administration Officer**” to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than **January 8<sup>th</sup>, 2024**. 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