

**Position:** Finance Manager

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

**Contract Duration:** 3 Years

**Expected date of the contract:** November 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.

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

- Letter of interest (Please indicate on your cover letter the position you are applying for)
- CV (Europass CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- Two written letters of recommendation

The Letter of interest, the two letters of recommendation, and the Europass CV must be in English. Additional documents will be required for shortlisted candidates. **Applications can be submitted by e-mail only.** If you are interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to [recrutement@rycowb.org](mailto:recrutement@rycowb.org) **no later than 10 October 2022**. Only shortlisted candidates will be invited for interview.