

**VACANCY ANNOUNCEMENT**

**Studies and Development Center (SDC)** is the nonprofit organization. It is partner of implementing in the project **CULTURE BRANDING – STRENGTHENING EXTRVERSION /“CULTURE PLUS”** proposed for funding by the Interreg IPA II Cross-Border Cooperation Programme “Greece – Albania 2014-2020”, Priority Axis 2: Boosting the local economy , Thematic Priority (2d) Encouraging tourism and cultural and natural heritage, Specific Objective 2.1 Preserve cultural and natural resources as a prerequisite for tourism development of the cross border area

The overall objective of the ‘Branding and Strengthening Area's extroversion’ (CULTURE PLUS) project is to achieve the rebranding of the cross-border area of Greece-Albania through the enhancement and the skillful promotion of the eco-cultural resources, placing particular emphasis on the tourist development.

SDC is looking for an External Expertise and Services persons for the positions:

**Project Title: Culture Branding Strengthening Extroversion**

**Position: Financial Manager**

**Estimated Date of launching: 05 December 2018**

**Estimated Date of tender closure: 19 December 2018**

**Estimated Date of Contract : 01 January 2019**

**Expected duration: 18 months**

**Location: Tirana, Albania**

Financial Manager will be responsible for:

- Support, involves of the Team Leader in the day to day office administration, finance - management coordination.
- To prepare payrolls for the organization every month.
- To keep manage petty cash and be prepared for surprise cash counts.
- To store documents in a way that is simple to prepare justification and reports for donors.
- To create and maintain the accounting plan for the project, updating it whenever necessary.
- Logistical support for the organization and preparation of project meetings
- Administrative and logistical support/finance to organization of conferences, trainings, workshops and field missions
- Monitoring of budget and expenditures and contribution to budget revisions
- Preparation and recording of all financial transactions in compliance with SDC’s financial system and Albanian Law
- Assistance in the commission of audits
- Assistance during the closure phase of the CULTURE PLUS
- Synthesis of partners' input
- Preparation 4 Progress & Financial Reports and statements and submission to the Project Manager and Lead Partner.
- Will have the overall responsibility for the preparation and submission of financial reports and monitoring/controlling financial issues related to the particular deliverables
- Final finance Report

**Requirements:**

- Advanced university degree in accounting, business or equivalent
- Minimum of 5 years of professional experience in accounting/finance and administration functions
- Demonstrated experience in procurement and preparation of financial reports and auditing
- Experience in the financial and administrative management of donor funded development projects is an asset
- Good analytical writing, facilitation and communication skills.
- Languages: Proficiency in English language. Fully proficient in the Albanian language (native speaker level)

Applications must be sent to [info@sd.org.al](mailto:info@sd.org.al) or in our office: Rr. Gjin Bue Shpata, Pallati Aviacioni Vjeter, No. 6/29 • Tirana • Albania until **19 December 2018** indicating “Financial and Administrative Management - CULTURE PLUS” in the subject and including the CV in English language using the standard EU format (<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>), a motivation letter, name, contacts and working relationship of 3 references (at least one referee your direct supervisor).

Only short-listed candidates will be contacted