

## VACANCY ANNOUNCEMENT

**Project Title: Culture Branding Strengthening Extroversion**

**Position: Financial Manager**

**Estimated Date of launching: 11 May 2018**

**Estimated Date of tender closure: 21 May 2018**

**Estimated Date of Contract : 30 June 2018**

**Expected duration: 24 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@sdc.org.al](mailto:info@sdc.org.al) or in our office address until **21 May 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