

VACANCY ANNOUNCEMENT

Studies and Development Center (SDC) is the nonprofit organization. It is partner of implementing in the project Innovative Economy Ecosystem “INECO” 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 (2g): Enhancing competitiveness, the business environment and the development of small and medium-sized enterprises, trade and investment through, inter alia, promotion and support to entrepreneurship, in particular small and medium-sized enterprises, and development of local cross-border markets and internationalization, Specific Objective 2.2 Improving the capacity of cross-border areas to support entrepreneurship, business survival and competitiveness.

The overall objective of INECO project is to address a broader innovative ecosystem in the cross border area, by creating two pre-incubating structures, in order to encourage new entrepreneurs and teams to prepare and test their business ideas under real conditions before taking business risk.

SDC is looking for the expert in the position Financial Manager part time:

Project Title: Innovative Economy Ecosystem IN ECO

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:

- Will have the overall responsibility for the preparation and submission of financial reports and monitoring/controlling financial issues related to the particular deliverables
- 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 prepare financial 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 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 INECO
- Synthesis of partners' input
- Preparation Progress & Financial Reports and statements and submission to the Project Manager and LP.
- Preparation Final Finance Report.

Requirements:

- Advanced university degree in accounting, business or equivalent
- Minimum of 3 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 or in our office address : Rr. Gjin Bue Shpata, Pallati Aviacioni Vjeter, No. 6/29 • Tirana • Albania, until **19 December 2018** indicating “Financial Manager - INECO” 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 **references** (at least one referee).

Only short-listed candidates will be contacted