

Job Vacancy

Title: FINANCE OFFICER

Status: Full time

Location: Prishtina – Kosovo

Reporting to: Executive Director

POSITION SUMMARY:

The Financial Officer ensures that office budget and financial planning are carried out in a timely fashion in accordance with the financial policies and donor requirements and that all documents are accurately maintained for audit and office purposes.

RESPONSIBILITIES:

- Prepare daily transactions and monthly financial reports in the required BPRG format and submit by required due dates;
- Prepare grants financial reports as required by the donors;
- Coordinate with other partner organizations on project financial planning, management, and reporting;
- Ensure that the internal control procedures and donors regulations are followed for all cash disbursements, receipts, transfers;
- Maintain and monitor an effective office filing system including but not limited to: bank documents, withdrawal slips, transfer records, bank statements, invoices, time & attendance sheets, and payroll records.
- Manage cash flow and office bank accounts, including monthly reconciliation.
- Ensure that all of the appropriate approvals are obtained for all expenditures prior to fund disbursements.
- Work closely with the Executive Director to ensure that office payroll and cash is done in compliance with national tax and labor regulations.
- Enforce and improve BPRG procurement procedures when needed.
- Prepare office activity travel advances and process travel claims.
- Ensure that annual audit is carried out in a timely manner as required by the organization.
- Assist Executive Director and the Management with budget preparation, including core activities and specific grant budgets.
- Produce timely and accurate budget vs. actual analysis reports, and make recommendations to the Executive Director for budget trade-offs & revisions.
- Participate in strategy development and annual financial planning of the office;
- Other duties as assigned by supervisors

SKILLS AND QUALIFICATIONS:

- Advanced degree in finance, accounting or business management; CPA, ACCA or equivalent designation is preferred;
- At least five years' work experience in a finance position with full accounting and budgeting responsibilities, preferably within the INGO environment;
- Knowledge and experience in managing EU grants highly preferable;
- Ability to work independently and in a team, prioritise tasks and to take initiative;
- Computer skills including spreadsheet, database, word processing, and presentation;
- Fluency in English and in the primary language of the country required;
- Excellent knowledge and practice of Quick Books Pro accounting software is mandatory;
- Knowledge of the political, economic, and social context of Kosovo is desirable.

HOW TO APPLY:

Interested candidates should send a cover letter (in English), CV, a brief writing sample (in English), and contact details for three references by September 17, 2018. Only successful candidates will be invited for an interview. Applications with the email subject "FINANCE OFFICER" shall be emailed to office@balkansgroup.org.