

## VACANCY ANNOUNCEMENT

The Austrian Development Agency (ADA) is the Operational Unit of the Austrian Development Cooperation (ADC). It is in charge of implementing all bilateral programmes and projects in ADC partner countries and administers its budget.

For the implementation of the EU and ADC funded project International Monitoring Operation (IMO), ADA is looking for a qualified and experienced candidate to fulfil the position of **Financial Officer**, located in Tirana.

The overall objective of the IMO is to align the Albanian justice system with the EU acquis and best international practices. The specific objective is to increase the professional quality of judges and prosecutors, reduce the impact of organised crime, politics and corruption in the delivery of justice, and enhance the integrity and accountability of judiciary institutions.

## DESCRIPTION OF THE ASSIGNMENT

Under the supervision of the Team Leader, the Finance Officer is responsible for the project accounting and financial management/reporting, ensuring compliance with regulations and managing budgets. She/he will work closely with the ADA Coordination Office Tirana (in particular the Head of Finance and Administration) and prepare all the required documentation, accounting and financial reports.

**EXPECTED DURATION:** Until November 30, 2022

## ROLES AND RESPONSIBILITIES

- Project accounting as per ADA regulations;
- Preparation and recording of all financial transactions in compliance with ADA's financial system;
- Ensuring all payments amounts & records are accurate and all transactions are booked to the correct budget lines and kept up to date;
- Preparation of funding requests and support to financial forecasts including budget revisions;
- Preparation of payroll and all supporting documents for the payroll process;
- Support monthly payroll calculations and declaration of taxes and social contributions' liabilities for relevant tax authorities;
- Filing and documentation of all invoices, receipts, offers and other accounting documents;
- Monitoring of budget and expenditures and contribution to budget revisions;
- Preparation of project financial reports and statements and submission to Team Leader and ADA Coordination Office;

## REQUIREMENTS FOR THE POSITION

- University degree in Accounting, Administration or university degree in any field with three additional years of qualifying experience;
- Good knowledge of accounting and bookkeeping procedures;
- Minimum of 5 years of professional experience in accounting, finance, procurement and administration functions;
- Experience in preparation of financial reports;
- Experience in procurement of goods and services and contracts tracking;
- Experience in the financial and administrative management of donor funded development projects, particularly EU funded projects;
- Strong analytical skills with high attention to detail and accuracy;
- Advanced MS Excel skills (working with spreadsheets and using financial functions);
- Good writing, facilitation and communication skills;
- Languages: Proficiency in English language.
- High degree of independence, strong own initiative and flexibility, discretion and professionalism;
- Albanian citizen;

## SUBMISSION OF APPLICATIONS

Applications must be sent to [recruitment@imo-albania.eu](mailto:recruitment@imo-albania.eu) by 1<sup>st</sup> of March 2020 indicating “**Financial Officer**” in the subject and including a Europass format CV in English language, a motivation letter, and 3 professional references with names, contacts and working relationship (at least one referee should have been your direct supervisor). Application sent after the deadline will not be taken into consideration. Only short listed candidates will be notified for personal interview. Failure to submit an application containing all the required information and documentation within the set deadline will lead to the rejection of the application. High preference will be given to candidates with quick availability.

## APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The successful applicants selected by the recruitment committee will be employed by ADA.

For this post, the required level of **clearance** is **Albanian SECRET (SEKRET)**. Candidates who currently hold a valid personnel security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from Albanian National Security Authority (*Drejtoria E Sigurimit Te Informacionit Te Klasifikuar, DSIK*). In case selected candidates do not currently hold a valid security clearance at the above-mentioned level, the IMO will request such from the DSIK. In case of a failure to obtain the required personnel security clearance or if the DSIK issues a negative opinion at the above-mentioned level after the signature of the contract, ADA has the right to terminate the contract.