



Position: **Finance and Administration Officer**

Project: **UNICEF Innovations Lab Kosovo**

Application Deadline: **20 May 2018**

Preferable starting Date: **04 June 2018**

Background

NGO Peer Educators Network (PEN) advertises a vacancy announcement for Finance and Administration Officer for Innovations Lab Kosovo, a program of UNICEF implemented by PEN.

Responsibilities:

- Will work closely with PEN's Finance and administration department and Executive Director, BYFY Cordinator (By Youth For Youth pillar), YEP Coordinator (Youth advocacy Platform pillar);
- Will be responsible to prepare the budget for donors in accordance with the strategic plan of the organization;
- Identify project-based expenditures and prepare support documentation based on the organization policy and procedures;
- Identifying and recording expenditures in the organization's financial system called Quickbooks;
- Prepare monthly and quarterly bank and petty-cash reconciliation reports;
- Prepare financial reports in accordance with donor requirements and applicable laws;
- Prepare financial and administrative support documents defined by the internal policy and financial regulation;
- Prepare employment contracts and contracts for specific duties and tasks for different services provided by individuals or third parties;
- Identify and reconcile working hours based on the Time-sheets delivered by organization employees;
- Identify and reconcile annual leave of organization employees;
- Assist the programe team with administrative tasks;
- Provide information analysing actuals vs. budget on specific ad-hoc requests from the project members e.g. reminders and support to the team on adherence to timelines in spent and remaining budget lines;
- Effective coordination, communication, collaboration established and maintained with internal and external partners and donors for efficient operations; participatory decision-making process, external representation as well as contribution in a sustainable development withing the project and organisation overall;
- Contribute to quarterly and annual reports based on the organization or donor request;





Qualifications:

- University degree in finance and accounting or other relevant disciplines.
- At least 4 years experience in a Finance and Administration role with similar responsibilities.
- Experience working with a local or international NGO will be an advantage.
- Strong computer skills and experience working with accounting software.
- Experience liaising with a range of stakeholders regarding financial issues.
- Fluency in Albanian is mandatory both written and spoken
- Fluency in English is essential, both written and spoken
- Possession of driving license (Category B).
- Excellent interpersonal skills and ability to work in a team. Strong attention to detail and problem solving skills.
- Strong work ethic and commitment to financial accountability and transparency.
- Ability to work independently, prioritize tasks and to take initiative.

Men and women are equally encouraged to apply for this position.

All interested candidates should send their CV, a letter of motivation and proving their list of references at this email: apliko@ngo-pen.com the latest by **20 May 2018, 16:00pm**. When sending the application please add the subject line: *"Application_Finance and Administration Officer "*. Applicants who meet the qualification criteria, send all documents and are short listed will be notified for an interview.

