

TERMS OF REFERENCE (ToR)

Position: Administrative and Finance Officer

Projects: CBCEcoKid

Location: Kosovo

Contract duration: 17 months

Engagement period: 1 March 2022 - 31 July 2023

BACKGROUND

The Cross-Border Cooperation Program between Kosovo and the Republic of Northern Macedonia, in the framework of IPA II funding allocations for 2017 and 2018, supports cross-border cooperation to promote good neighborly relations, socio-economic development, and to promote the membership of both countries in the European Union.

In accordance with the grant contract, number 2021 / 430-770, signed by the European Union represented by the European Commission (Contracting Authority) on the one hand and the Municipality of Ferizaj (Coordinator) and the Municipality of Chair (Co-beneficiary 1), BSCK (Co-beneficiary 2) and TRIAGOLNIK (Co-beneficiary 3), on the other hand, Project 'CBCEcoKid' requires an experienced Administrative and Finance Officer to support the implementation of the activities envisaged under this project, in particular the management of financial activities in Ferizaj municipality.

- **Position Summary:** The Administrative and Finance Officer is expected to contribute to the overall project objective by providing overall support to the Project Manager in planning, managing, implementing and completing the financial activities envisaged in the project, ensuring consistency with strategy, commitments, following financial rules and procedures and reaching project goals.

The position also includes travel, mainly throughout the project area to oversee / manage project activities and follow various field events.

Main tasks:

Under supervision of the Project Manager, key Duties and Responsibilities of the Administrative and Finance Officer are:

- Daily management of Financial Administration;
- Support the Project Manager to compile & compare (project) budgets with actual costs and draft financial donor reports;
- Maintaining internal financial control within BSCK;
- Monitoring & administration (financial) requirements of project / donor contracts (incl. reporting deadlines);
- Contract preparation, timesheet preparation, monitoring and evaluation of the action;
- Monitoring & administrating contractual agreements with other third parties;
- Compile & compare (project) budgets with actual costs and draft financial donor reports;
- Drafting new project budgets in cooperation with Project Management;
- Preparing on a regular basis the necessary management information and assist in maintaining correspondence with donors concerning budget modifications;
- Assist preparing and facilitate external audits of the Annual Report & donor reports;
- Assist the Project Manager on management of personnel administration;
- Monitoring and / or Execute payment administration

- Performing Internal audits
- Financial project reporting
- Monitoring of Contract Register entries

REQUIRED SKILLS AND EXPERIENCE

The Administrative and Finance Officer must meet the following requirements and have the minimum qualifications and experience, such as:

Qualifications and skills;

- Bachelor Degree in Economy and Business related field ;
- Fluent in written and spoken English as well as preferred in both official languages of Kosovo;
- Good communication, organizational and presentation skills;
- Proven ability to work on complex tasks with a wide range of partners;
- Previous experience in development projects or similar work for an international agency or donor organization or NGO is value added and appreciated;
- Computer knowledge;
- Driving license.

Professional experience:

- At least 5 years of professional engagement experience;
- At least 4 years of relevant professional experience in EU / funded programs / projects or other donors;
- Knowledge about Cross-Border Cooperation and IPA beneficiaries is an advantage.

Assets:

- Skills in academic writing in English;
- Experience in managing EU funded programs / projects;
- Proven teamwork with the capacity to work in a multicultural environment;
- Understand well and have knowledge of the region where the project is located.

Deadline for application is: 25, February 2022

The interested applicants can apply by sending their updated CV, via e-mail address: info@bsckosovo.org, specifying in the subject the position for which you apply.