

TERMS OF REFERENCE (ToR)

Position: Finance and Administration Officer

Project: No Floods through Active Citizens in the Cross-Border Region

Location: Kosovo

Contract duration: 6 months

Engagement period: July 2026 - December 2026

BACKGROUND

The Cross-Border Cooperation Programme between Kosovo and North Macedonia, under the IPA III Cross-Border Cooperation Programme Kosovo–North Macedonia 2021–2027, supports cross-border cooperation to promote good neighbourly relations, environmental protection, climate resilience and socio-economic development in both countries.

In accordance with Grant Contract No. 2026/490-888, signed by the European Union represented by the European Commission (Contracting Authority) on the one hand and the Municipality of Klllokot (Coordinator), the Municipality of Rankovce (Co-beneficiary 1), Business Support Centre Kosovo – BSCK (Co-beneficiary 2) and Initiative for European Perspective – IEP (Co-beneficiary 3), on the other hand, the project “No Floods through Active Citizens in the Cross-Border Region” requires an experienced Finance and Administration Officer to support the implementation of the activities envisaged under the project.

Position Summary: The Finance and Administration Officer is expected to provide financial and administrative support to the Project Manager in implementing the project, ensuring proper financial management, complete supporting documentation, compliance with donor rules and timely financial reporting.

The place of work will be in Prishtina. The position also includes travel, mainly throughout the project area, to oversee and support project activities and field events.

Main tasks:

Under the supervision of BSCK management, the key duties and responsibilities of the Finance and Administration Officer are:

- Support the daily financial and administrative management of the project;
- Monitor the project budget and compare planned costs with actual expenditure;
- Prepare payment documentation and maintain complete financial supporting documents;
- Maintain internal financial control within BSCK;
- Monitor financial requirements of the grant contract and reporting deadlines;
- Prepare contracts, timesheets, payment records and other administrative documents;
- Maintain the project contract register, procurement register and financial files;
- Support the preparation of financial reports and financial information for project reporting;
- Monitor and administer contractual agreements with service providers and other third parties;
- Assist in preparing and facilitating expenditure verification and external audits;
- Support personnel administration and project-related payment administration;
- Other activities in accordance with the project document.

REQUIRED SKILLS AND EXPERIENCE

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

Qualifications and skills;

- Bachelor Degree in Economics, Finance, Accounting, Business Administration or another relevant field;
- Fluent in written and spoken English as well as in at least one official language of Kosovo;
- Good communication and organizational skills;
- Strong numerical skills and attention to detail;
- Good knowledge of Microsoft Excel and other computer programmes;
- Proven ability to work on complex tasks and meet deadlines.

Professional experience:

- At least 5 years of professional engagement experience;
- At least 3 years of relevant professional experience in financial administration of EU-funded programmes/projects or projects financed by other donors;
- Experience in budget monitoring, payment administration, financial reporting and audit preparation;
- Knowledge about Cross-Border Cooperation and IPA beneficiaries is an advantage.

Assets:

- Experience in managing the finances of EU-funded programmes/projects;
- Knowledge of PRAG and EU grant financial rules;
- Experience working with NGOs, municipalities or donor-funded projects;
- Proven teamwork with the capacity to work in a multicultural environment;
- Good knowledge of Kosovo financial and administrative procedures.

Deadline for application is: 17 July 2026

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 they apply.