

Co-worker for SOS Children's Village Office Financial and Administrative Coordinator M/F

Duration of contract: three months with possibility of extension for three years

SOS Children's Villages is a non-governmental organization, social development organization, which is active in the field of Children's Rights by supporting their needs and concerns since 1999, offering to children without parental care and in risk of losing parental care, a stable home and solid preparation for an independent life.

The SOS Children's Village is implementing regional project "Youth Empowerment Enabling Prospects" YEEP project, which overall objective is to contribute in sustainable improvement of living conditions of vulnerable youth in Balkan Countries.

SOS Children's Villages Kosovo is looking for a suitable person for the position of *Financial and Administrative Coordinator*.

The Financial and Administrative Coordinator performs daily financial and administrative activities of the project as well as provides support to the staff of the project.

MAIN TASKS AND RESPONSIBILITIES

- Responsible for daily financial and administrative operations in order to support the efficient implementation of the Project as well as provide support to the project staff;
- Responsible for overall financial issues of the project, implementation of project expenses, budget control, financial reports, cash management, as per local legislation, SOS Foundation policies and donor guidelines and agreement.
- Conducts administrative tasks, correspondence, records, maintain the documentations and archives
- Responsible for implementation and follow up of the project expenditures in line with budget lines and in time.
- Monitor and control the use of the project budget and report to the Chief Accountant and project Manager for overall financial issues of the project and in case of deviations;
- Ensures that the costs are eligible for the project and in compliance with the budget timelines and conditions defined in the grant agreement.
- Preparation of requests for transfer of funds to the donor;
- Preparation of regular project financial reports both for the donor (in accordance with donor requirements) and for SOS Children's Village Kosovo (in accordance with organizational internal standards)
- Prepare and make the payments for the project expenses, including salaries of the project staff, in accordance with local legislation and donor requirement.
- Ensures the effective management of all resources in her/his responsibility.
- Ensure good communication with the financial department of the organization and the project staff;
- Follows and adheres to the standards policies of the organization and local legislation.
- Participate and support in processes for financial audit;

REQUIREMENTS FOR THE POSITION:

- University degree in the field of Economics (Finance, Accounting, Business Administration);
- At least 3 years working experience in accountancy and keeping of financial records;
- Working experience in the field of Project administration and finance tasks will be consider as an advantage;

- Documented experience in implementation of socially meaningful projects, co-funded by institutional donors, experience in working in an NGO/civic organization, will be considered as an advantage;
- Good knowledge of English, written and spoken;
- Good knowledge of local accounting law and tax regulations, procurement, planning, monitoring and reporting.
- Possession of driver's license "B" category is considered as asset.

COMPETENCES – KNOWLEDGE, SKILLS, ABILITIES

- Excellent MS Office skills, MS Excel in particular
- Excellent communication skills
- Conceptual and analytical skills
- Excellent interpersonal skills, integrity and high degree of discretion and confidentiality
- Ability to work in multicultural environment
- Organisational skills
- Independent and reliable person, capable to work under pressure
- Positive working attitude and ability to work under high pressure
- Pro-active and self-motivated to learn and acquire additional competences needed for the job

WORKING CONDITIONS:

- 3 months contract with possibility of extension for three years
- Working hours Monday to Friday from 08:00 to 16:00

WE OFFER

- Supportive work environment with the possibility of professional development
- Good working conditions

Deadline for applying is 28 September 2022 through email: HR.Recruitment@soskosova.org.

Documentation required when applying: Application Form (obtain from our web site www.soskosova.org) CV; Copies of Diplomas and Certificates; Written References of previous employers; Certificate by the court confirming that you don't have any criminal conviction (applies only to candidates who will be invited in the Final Round of interviews).

Only candidates with all required documentation will be considered. Only short-listed candidates will be invited for an interview.