



VACANCY ANNOUNCEMENT

SOS Children's Villages Albania is a private, nongovernmental and nonprofit organization, which makes every attempt to offer a permanent home to the children who have lost their parents or for several reasons have no possibility to live with them. The SOS Children's Village also strongly support the children at risk of losing their families, and the families in need through implementation of different projects aiming at the further development of their capacities.

The SOS Children's Village in partnership with Tirana Legal Aid Society, is implementing a Project in the field of Foster Care, financed by EU

The project has 2 specific objectives:

Specific objective 1: by the end of 2020 local CSOs raise the public awareness to increase the community collaboration and involvement as foster families in Durres, Tirana, Korca regions.

Specific objective 2: by the end of 2020 practice improvement of foster care development by increase the competences of social staff and key stakeholders for professional response and involvement in Durres, Tirana and Korca regions

SOS Children's Villages Albania is looking for a suitable person for the position of ***Finance and Administrative Officer***

The Finance and Administrative Officer is responsible for preparation and execution of all administrative and financial issues (including procedures). He / she will be responsible for financial reporting, as well as for the communication with sub-grantees relating to the required financial reporting.

Responsibilities:

- Manage project budget, including tracking of financial and material resources;
- Ensure accurate reporting of project finances and progress status; ensure that monthly, quarterly, yearly and final reports are produced on time, in quality manner as per donor requirements;
- Develop and oversee project expenditure monitoring system and review actual financial performance against the budget, and explain variances on a regular basis;
- Prepare project expenditures, budget adjustments, and cost modification requests to donor;
- Take care of liquidity management within the project, ensure that all financial transactions are in accordance with the financial requirements of the EU grant award.
- Review on regular basis project details, deliverables and scheduled as per project Implementation Plan; ensure correct annual budget implementation.
- Ensure correctness of accounting system to be organized in a professional way, including: accounting software, documents management, and processes according to SOS CV Albania and donor's requirements.
- Ensure the implementation of local and donor regulations, aligned with local legislation and project agreement.
- Responsible for doing procurement procedures and purchases in accordance with SOS and donor requirement.
- Maintain written track record of all project-related communication and agreements; Keep all project-related documentation on file;

Requirements for the position:

- University degree in Finance, Business Administration, Economics or other relevant field
- At least 3-5 years' experience managing financial and contractual aspects of international development projects, preferably European Union funded projects;
- Experience of project/program development and management;



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SOS CHILDREN'S VILLAGES ALBANIA

- Demonstrated experience and skills in developing and managing large project budgets;
- Fluency in English and strong PC knowledge are prerequisites
- Driving licence, active driver.

Personal Competencies:

- Experience in operations and team management;
- Strong communication, presentation, facilitation and interpersonal skills;
- Ability to manage multiple tasks and work under time pressure;
- Efficient task prioritization and time management;
- Strategic, creative, and innovative thinking.

If you are interested in the above-described position, send **your CV and application letter** to e-mail address: enkelejda.tefa@soskd.org.al until **July 31st, 2019**.



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