

Terms of Reference (ToRs)

Project Finance Officer

Location:	Tirana / ALBANIA
Organization:	NALAS
Full/Part time:	65% (25 months)
Fixed term/Temporary:	Fixed Term
Duration:	25 months
Deadline for Application	23/10/2021, 16:30 CET

The Position:

NALAS intends to hire a Project Finance Officer to support the NALAS team in finance management, including but not limited to project management, in particular for the implementation of “EU for Municipalities Project” in Albania (EU4M).

NALAS is a network of associations of local authorities of South East Europe. The Network brings together 14 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. The NALAS Secretariat, based in Skopje, is responsible for the overall coordination and the implementation of the activities.

NALAS was created in 2001 following the first Forum of Cities and Regions of South-East Europe (Skopje, November 2000), organised by the Congress of Local and Regional Authorities of the Council of Europe. The Network was established under the auspices of the Stability Pact for South Eastern Europe (Working Table 1) and the Council of Europe. During the first years, NALAS functioned as an informal organisation with regular meetings, seminars and training programmes. In July 2005 NALAS became an officially registered association with its seat in Strasbourg. The NALAS Secretariat was established in March 2007.

EU4M is a Project that will support the development potential of Albanian municipalities via supporting the upgrade of municipal infrastructure enabling quality public services.

EU4M is implemented through the consortium composed of: NALAS- Lead Partner, CO-PLAN- Project Partner, ECOPartners for Sustainable Development- Project Partner, Association of Albanian Municipalities- Affiliated Partner, and the Association of Local Autonomy of Albania- Affiliated Partner.

NALAS is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, accountable and exceptional in how they manage the tasks entrusted to them and who commit to deliver excellence in programme results.

The Project Finance Officer position is mostly located in the Project Office based in Tirana. Under the guidance and supervision of the Team Leader the Finance Officer provides quality services in the areas of finance, human resources (HR), procurement and general administration mastering all relevant rules, guidelines, processes and procedures. S/he supervises clerical and support staff.

Supervision:

The **Project Finance Officer** will report directly to the Team Leader.

Tasks and responsibilities:

S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the Project Office.

The Project Finance Officer contributes to ensuring effective and efficient application of project budgets through support and monitoring in the following areas:

1. General Accounting and Bookkeeping
2. Finance and Budget Management
3. General Administrative Services including Procurement
4. Ensures all financial transactions have the appropriate and required supporting document in compliance Albanian Law, donor's policies and procedures, terms and conditions
5. Ensures accurate and complete accounting entries of all financial transactions on daily basis
6. Review completeness of supporting documents
7. Ensures timely preparation of disbursement of all payments to suppliers, partners, employees and thirds parties (including tax's office; social security)
8. Prepares the month end and other organization reports according to agreed upon timelines
9. Prepares the financial monthly reports and maintain petty cash
10. Data entry and records of financial expenses
11. Collects evidence on the monthly payrolls and taxes/contributions paid to Government of Albania for the project staff;
12. Ensure that all bank account balances maintained by the organization are properly reconciled with book balances;
13. Coordinates and support the Team Leader during external and internal audit implementation.
14. Performs other tasks (besides those related to finance) that are important to the NALAS and the EU4M Project.

Project Finance Officer would also be responsible for:

A. Finance and Budget Management

- Perform Finance functions in everyday processes and verify completeness and accuracy of payment requests in line with prevailing policies, etc., identifying and following up with relevant personnel on errors and gaps;
- Ensure timely submission of VAT amounts to tax authorities and perform reconciliation on a regular basis;
- Monitor Budget expenses on a regular basis and submit timely requests for reallocations, if necessary;
- Respond to project partners queries as and when required and provide guidance on financial matters/policies to project colleagues;
- Develop mechanisms for effective and efficient monitoring of financial resources;

- Draft responses to audit findings and recommendations, and follow up accordingly
- Manages the petty cash payments if applicable

B. General Administration including Procurement

- Based in EU policies, drafts the procurement plan timeline. Review procurement requests by the project managers and initiate procurement procedures for the project;
- In charge of the documents and supporting documents for the whole project implementation;
- Other.

Qualifications and Experience

Education:

First level University degree in finance, business administration or public administration is desirable.

Knowledge and Experience:

- At least 5 years of relevant experience in administration and finance in the public or private sector.
- Ability to interpret and implement financial rules, regulations and procedures and explain them clearly and concisely;
- Ability to interpret administrative and personnel rules, regulations and procedures and explain them clearly and concisely. Experience in EU funds administrative procedures desirable;
- Proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Understanding of Taxes, bank reconciliation, and bookkeeping.
- Knowledge of financial accounting system/software would be preferable.
- Intermediate knowledge's in Microsoft Office programs (Excel, Word, Powerpoint)
- Good writing and communication skills.

Languages:

Fluency in English and Albanian is required.

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary.

Application procedure

Applicants shall submit a cover letter and a CV in English language. Any additional relevant documents can be included. Applications should be submitted no longer than **23 October 2021, 16:30 CET** at info@nalas.eu.