Terms of Reference (ToRs)

Finance Manager

Location:	Tirana / ALBANIA
Organization:	NALAS
Full/Part time:	Full time, employment contract
Duration:	12 months, with possibility for extension
Probation period:	3 months
Deadline for Application	12/08/2026

1. Background

For its increased project portfolio, NALAS is seeking to recruit an experienced Finance Manager, who will be working on projects to support local government development in South-East Europe, improving local public services and promoting regional cooperation.

NALAS was established in 2001 under the auspices of the Stability Pact and the Council of Europe. Today, it gathers 13 national or regional local government associations that represent about 7,000 local governments directly elected by around 80 million people. NALAS safeguards local autonomy, promotes decentralisation and actively supports the local public administration reform and development of strong local government in South East Europe, transformation into sustainable, smart, inclusive and resilient cities and municipalities, through regional cooperation and Centre of Excellence, thereby contributing to democracy, stability and prosperity in the region.

The Finance Manager position combines responsibilities related to project financial management, grant financial management, expenditure verification, procurement, contracting, financial reporting, compliance, audit coordination and office administration.

The Finance Manager position is located in the project office based in Tirana, shall oversee the financial management of projects implementation by NALAS Branch Albania, including the EU4Municipalities project. The project supports municipalities through infrastructure grants aimed at improving local services, governance standards, and sustainable development outcomes. Grants are implemented by municipalities and require rigorous contracting, financial oversight, proactive monitoring, and structured capacity building.

NALAS seeks a professional who demonstrates integrity, accountability, transparency, strong analytical skills and commitment to delivering high-quality financial management in accordance with NALAS and donor requirements.

2. Objective of the position

The Finance Manager is responsible for ensuring the sound financial management of NALAS donor funded projects throughout their implementation.

The position aims to ensure:

- effective financial management of the project finances;
- effective financial management of grants awarded to subgrantees;
- compliance with donor and Albanian financial regulations;
- efficient procurement and contracting processes;
- timely preparation of financial reports;
- effective expenditure verification of grants;
- robust internal financial controls;
- proper office financial administration;
- financial risk management;
- successful external and internal audits;
- strengthened financial management capacities of beneficiary subgrantees.

3. Scope of work and responsibilities

A. Project financial management and procurement

The Finance Manager shall ensure the effective financial management of the project office by:

- Managing the overall project budget and monitoring budget implementation.
- Preparing annual, quarterly and monthly financial reports.
- Preparing quarterly financial forecasts.
- Managing project cash flow.
- Monitoring budget absorption and proposing reallocations where necessary.
- Maintaining accurate accounting records in accordance with accounting standards.
- Ensuring accurate bookkeeping of all financial transactions.
- Maintaining the project's accounting system.
- Performing bank reconciliations.
- Processing payments to suppliers, consultants, partners and staff.
- Supervising payroll preparation.
- Ensuring timely payment of taxes and social contributions.
- Preparing VAT exemption procedures for the project finances.
- Maintaining complete financial records and supporting documentation.
- Ensuring financial transactions comply with legislation, donor rules and procedures.
- Preparing procurement procedures in line with donor/NALAS guidelines.
- Managing procurement implementation and ensuring compliance.
- Supporting tender evaluation committees where required.
- Preparing project financial reports
- Integrating grantees' financial reports in NALAS's financial reports for the donor

B. Grant evaluation and budget review

The Finance Manager shall participate in the evaluation of grant applications by:

- Reviewing proposed grant budgets by subgrantees
- Assessing cost eligibility.
- Evaluating financial sustainability.
- Realistic budgeting aligned with market conditions
- Financial sustainability and risk mitigation
- Recommending financial adjustments.
- Supporting clarification procedures with applicants.

C. Grant contracting

The Finance Manager shall ensure accurate, transparent, and timely contracting processes by:

- Reviewing financial provisions of grant contracts.
- Validating final grant budgets before signature.
- Reviewing requests for budget amendments.
- Assessing financial implications of contract modifications.
- Preparing financial inputs for contract amendments.
- Maintaining complete contract registers.
- Ensuring complete audit trails.
- Supporting amendments to the overall project budget whenever required.

D. Financial monitoring of grants

The Finance Manager shall establish and maintain an effective financial monitoring system by implementing the NALAS monitoring procedures and where applicable utilize the designated tools for financial monitoring of grants.

- Monitoring financial implementation of all grants.
- Tracking grant expenditure against approved budgets.
- Monitoring financial absorption rates.
- Maintaining financial monitoring tools and databases.
- Reviewing periodic financial information.
- Participating in monthly coordination meetings with grantees.
- Preparing financial monitoring follow-up reports.
- Identifying implementation delays and risks
- Monitoring compliance with disbursement schedules.
- Following up on corrective measures.

E. On-Site Monitoring

The Finance Manager shall conduct financial monitoring visits throughout project implementation by:

- Conducting regular monitoring visits to subgrantees.
- Reviewing financial documentation on site.
- Verifying procurement files.
- Reviewing draft financial reports.
- Reviewing organization of supporting documentation.
- Reviewing procurement compliance.
- Reviewing payment documentation.
- Identifying financial irregularities.
- Proposing corrective measures.
- Preparing monitoring reports.

F. Grant financial reporting

The Finance Manager shall prepare and review all financial reporting required under the project by the grantees and integrate it with NALAS reporting for the donor, in accordance with donor and contract rules.

Responsibilities include:

- Reviewing semestral (six months) financial reports submitted by grantees.

- Reviewing quarterly (3 months) financial forecasts submitted by grantees.
- Preparing donor financial reports.
- Validating interim and final financial reports by grantees
- Preparing budget monitoring reports.
- Preparing expenditure forecasts.
- Maintaining financial reporting databases.
- Ensuring consistency and accuracy of financial data.

The Finance Manager shall review and validate requests for pre-financing payments, interim payments and final balance payments by grantees and ensure that disbursements conditions are met before approval.

G. Grant expenditure verification

The Finance Manager shall establish a systematic expenditure verification process. Responsibilities include verifying on a periodic basis:

- grantees' eligibility of expenditures;
- compliance with grant contracts;
- procurement compliance;
- supporting documentation;
- audit trail;
- payment evidence;
- budget implementation.

The Finance Manager shall issue findings, communicate recommendations, follow up on corrective actions and prevent ineligible expenditures before reimbursement.

H. Training and capacity building

The Finance Manager shall contribute to strengthening municipal capacities through:

- Contribute to the delivery of training sessions on Financial management and cost eligibility, financial reporting standards and Procurement compliance.
- Providing hands-on mentoring and coaching to grantees.
- Contributing to peer exchanges among municipalities.
- Supporting learning-by-doing approaches to minimize implementation errors.

I. Auditing

The Finance Manager shall coordinate all audit-related activities:

- Coordinating external audits.
- Preparing audit documentation.
- Responding to audit findings.
- Following up implementation of recommendations.
- Reviewing audit reports submitted by subgrantees.
- Ensuring compliance with donor requirements.
- Supporting expenditure verification missions.

J. Office Administration

The Finance Manager shall oversee the financial administration of the project office by:

- Maintaining administrative financial records.
- Supervising financial filing systems.
- Managing office assets and inventories.
- Supporting HR administration related to finance.
- Coordinating financial aspects of consultancy contracts.
- Maintaining document archives.
- Supporting logistical and administrative processes where relevant.
- Ensuring proper record retention.

K. Coordination

The Finance Manager shall:

- Coordinate with NALAS Team on Grant Management.
- Coordinate with donors for the effective implementation of the project.
- Coordinate with NAMA on training and in follow up actions with municipalities.
- Participate in coordination meetings and provide updates on grant finance performance.
- Ensure consistent communication and alignment across stakeholders.

The Finance Manager shall participate in regular coordination meetings and provide strategic financial advice throughout project implementation.

4. Required qualifications and experience

Education:

- University degree in finance, economics, public administration, law, social sciences, or related field.

Professional Experience:

- Minimum eight (8) years of progressively responsible professional experience in financial management in international organizations/companies, NGOs or public sector.
- At least five (5) years of experience managing finances of donor-funded projects.
- Experience in financial management of at least three (3) donor funded projects.
- At least six (6) years of experience with local governments, local development and local capacity development.
- Demonstrated experience in grant financial management.
- Proven experience in procurement under donor procedures.
- Proven experience in expenditure verification and financial control.
- Experience coordinating external audits.
- Experience in financial reporting to international donors.
- Experience working with municipalities or public institutions will be considered an advantage.

Technical Competencies:

The successful candidate shall demonstrate:

- Excellent knowledge of financial management principles.
- Strong understanding of donor financial procedures.
- Strong knowledge of grant management.
- Strong knowledge of procurement rules.
- Excellent knowledge of budgeting and financial planning.
- Strong understanding of accounting principles and bookkeeping.
- Good knowledge of Albanian tax legislation.
- Experience with accounting and financial management software.
- Advanced Microsoft Excel skills.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Excellent report writing skills.
- High level of integrity, accountability and professional ethics.

Languages:

- Fluency in English and Albanian, both written and spoken, is required.

5. Compensation and Benefits

This position offers a competitive salary.

6. Application procedure

Applicants shall submit the following documents in English:

- A cover letter;
- A detailed Curriculum Vitae (CV);
- Copies of relevant diplomas and professional certificates;
- Reference letters or contact details of at least two professional referees.

Applications should be submitted via e-mail, no longer than **12 August 2026** at info@nalas.eu.