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	7 December 2026

1. Background

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.

NALAS seeks a Finance Manager based in its Albania branch office in Tirana. The Finance Manager will oversee the financial management, administration and financial compliance of NALAS projects implemented by the branch, while providing specialised financial management support to municipal grant schemes. The post combines institutional/project finance management with grant-cycle financial oversight and capacity development of grant beneficiaries.

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 shall ensure sound, transparent and compliant financial management of NALAS operations and donor-funded projects, and effective financial oversight of grants awarded to municipalities and other eligible beneficiaries. The role includes financial planning and reporting, budgeting, accounting and controls, procurement and contract administration, audit coordination, financial monitoring of grants, expenditure verification, and targeted capacity building. The Finance Manager will work closely with project management teams, NALAS finance and administrative staff, grant beneficiaries and donors, in accordance with the applicable division of responsibilities and approval authorities.

3. Scope of work and responsibilities

A. Finance, administration, coordination and auditing

The Finance Manager will be responsible for the financial management and related administrative and control functions of NALAS projects and the Albania branch office, including:

- Prepare, consolidate, manage and monitor project and operational budgets; track commitments, expenditure and budget absorption, develop cash-flow plans and monthly/quarterly forecasts, and propose justified budget adjustments.
- Maintain accurate financial records, supporting documentation and ensure timely, properly authorised financial transactions.
- Prepare periodic internal reports and donor financial reports, including budget-to-actual analyses, forecasts and financial inputs to narrative/project management reporting, consolidating financial reports from sub-grantees.
- Review, verify and prepare payments to grantees, suppliers, consultants, partners and personnel; coordinate payroll processing, statutory taxes and social contributions.
- Apply NALAS internal controls, financial procedures, applicable Albanian legislation and donor requirements and monitor financial risks.
- Plan and administer procurement and tender processes in accordance with applicable NALAS and donor procedures; maintain procurement and contract registers and support evaluation as required.
- Oversee finance-related office administration, including financial filing, archiving and document retention, office assets and inventories, financial aspects of HR and consultancy contracts, and relevant logistical arrangements.
- Coordinate regularly with NALAS management and project teams, donors, banking institutions, suppliers, accountants and other stakeholders; provide financial advice and timely alerts on emerging issues.
- Coordinate internal and external audits and project expenditure-verification engagements; organise audit files and supporting evidence, respond to findings, track audit recommendations and support their implementation.

B. Grant financial management

The Finance Manager will provide financial oversight across the full grant cycle, in coordination with the grant management team and in line with NALAS grant procedures and the relevant grant agreements with grantees, including:

- Appraisal: assess budgets for cost eligibility, efficient budgeting, value for money, financing needs and financial sustainability; and identify financial risks.
- Contracting: validate budgets and financial schedules; eligibility checks, review grant agreement financial clauses, review budget revisions and amendments; maintain grant financial and disbursement records.
- Financial monitoring: monitor commitments, expenditure and absorption against approved grant budgets; analyse implementation risks and delays and propose prevention/mitigation measures,

use standard monitoring tools and maintain consolidated grant financial databases and contract registers.

- Financial reporting: review and validate beneficiaries' periodic financial/disbursement forecasts, six-monthly interim and final financial reports and expenditure declarations; check reconciliation with approved budgets, payment records and reported progress; prepare financial monitoring follow-up reports, consolidate accurate grant financial data into donor reports.
- Disbursements: verify the financial documentation and contractual conditions for pre-financing, interim and final balance payment requests and document process.
- Expenditure verification and compliance: conduct expenditure verification of grantees expenditures, conduct, risk-based reviews and on-site financial monitoring; check expenditure eligibility, procurement files, supporting documentations, payment evidence, budget compliance and audit trails; document findings in monitoring reports and propose and follow up corrective measures.
- Grant audits and closure: coordinate external audits, prepare required audit documentation, review grantees audit or expenditure-verification reports where required, coordinate financial follow-up, address ineligible expenditure and recovery issues through established procedures, and support grant financial closure.
- Grant coordination: participate in regular/periodic grant management and beneficiary coordination meetings; work with NALAS and NALAS project partners to resolve financial implementation issues and communicate emerging risks promptly.

C. Capacity building and technical support to beneficiaries

The Finance Manager shall help strengthen the financial management capacity of beneficiary municipalities and other subgrantees through:

- Contributing to organizing trainings and capacity building activities for grantees.
- Contributing to delivering practical training and guidance on financial management, grant budgeting, eligible costs, financial reporting, procurement-related financial controls, expenditure documentation and audit readiness.
- Providing tailored, hands-on mentoring, coaching and follow-up to beneficiary finance and project teams, particularly where monitoring identifies recurrent weaknesses or financial risks.
- Developing and improving accessible templates, checklists, guidance notes and examples that support consistent financial management and reporting.
- Contributing to peer learning and experience exchange between municipalities and incorporating common lessons from grant implementation into future guidance and training.

4. Required qualifications and experience

Education:

- University degree in finance, economics, public administration, law, or related field.
- Relevant professional certification in accounting, auditing, financial management or project management.

General Professional Experience:

- At least eight (8) years of progressively responsible professional experience in financial management, financial administration, budgeting, financial reporting or financial control in international organisations, private companies, NGOs, public institutions or donor-funded projects.
- Demonstrated experience budget planning and management, financial administration, financial reporting and coordination with operational or project teams.
- Experience supervising or coordinating financial and administrative processes, managing multiple budgets or funding sources, and working with partners, beneficiaries or grantees is an advantage.

Specific technical experience

- At least six (6) years of experience in the financial management of donor-funded projects, with demonstrated responsibility for project budgeting, financial administration, reporting and compliance.
- Practical experience in grant financial management, including the financial review of grant budgets and reports, monitoring of grant financial implementation, verification of expenditure eligibility and supporting documentation, and/or grant financial reporting.
- Demonstrated experience in procurement and contracting procedures, financial controls, audit coordination and management of audit findings and supporting documentation.
- Knowledge of Albanian tax and payroll requirements, and proficiency in accounting/financial reporting tools/systems.
- Experience with international organisations, local governance, municipal grants and delivery of financial management training, mentoring or coaching to beneficiaries is considered an advantage.
- Experience in coordination, collaboration and engagement with multiple partners and stakeholders is considered an advantage.

Languages and other competencies

- Fluency in written and spoken Albanian and English is required.
- Strong analytical and organisational skills, accuracy, sound professional judgement, reporting and communication skills, integrity and the ability to work collaboratively under deadlines.

5. Evaluation and Selection Process

Applications will be assessed based on the candidates' qualifications, relevant professional experience and technical competencies in relation to the requirements of the position.

Only shortlisted candidates will be contacted for the next stage of the recruitment process. Shortlisted candidates may be invited to participate in interviews.

NALAS reserves the right to conduct reference checks as part of the selection process.

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 three professional referees.

Applications must be submitted by email to **info@nalas.eu** no later than **7 December 2026**, with **"Application – Finance Manager"** indicated in the email subject line.