

Solidar Suisse fights for decent work, democratic participation, and social justice worldwide. On behalf of our donors, we put solidarity into action in over 60 projects on four continents. In Southeast Europe, Solidar Suisse seeks to strengthen civic participation and workers' rights and to enhance youth employability. To complement our competent team in the regional office in Kosovo we are looking for a **Finance Manager 100%**

The Finance, Administration and HR Manager at Solidar Suisse Kosova is responsible for ensuring proper accounting and financial management in adherence to generally accepted accounting standards, applicable laws and regulations of Kosovo and Solidar Suisse internal rules and regulations. She/he ensures proper handling in all administration and HR related issues and compliance with internal and external rules and regulations (e.g. staff policy, payroll, labour law). The Finance, Administration and HR Manager operates under the direct supervision of the Solidar Suisse Regional Representative for Kosovo.

Responsible for Finance

- Ensure proper accounting by using the Banana accounting system, and financial management
- Direct the day-to-day accounting operations, incl. monthly closing and regular cash, bank balance and accounts reconciliation;
- Ensure adherence to the national laws for income tax and VAT and ensure applicable payments are made in time;
- Manage organizational cash flow and forecasting incl. timely submission of fund requests to the respective authority (HQ, donor, other);
- Prepare, analyse and present monthly financial reports in an accurate and timely manner to the Regional Representative and HQ;
- Ensure a proper year end closing (modified cash accounting incl. accruals/deferrals), and complete and timely submission of year end documentation to HQ, in accordance with the Regional Representative;
- Ensure appropriate external audit arrangements are in place and manage the annual audit process, incl. coordination of timely partner audits;
- Control partner's financial reports (multi-currency), consolidate and prepare all finance reports required for the program with proper documentation;
- Conduct orientations, guide and advise partners on appropriate finance procedures, internal control systems and proper documentation according to donor, HQ and legal requirements, follow up on partner audit findings;
- Provide support for the annual budgeting and planning process;
- Maintain and update proper documentation of SOPs for finance, accounting and internal control.
- Support project analysis, validation of plans, and ad-hoc request

Administration and Human Resources

- Ensure proper handling in all administration and HR related issues:
- Ensure payroll and HR management for the staff directly employed by Solidar Suisse Kosovo including any staff employed/based abroad;
- Maintain and update proper documentation of HR and administrative SOPs;
- Provide support and advice to the Regional Representative on questions related to local labour law;
- Manage and follow-up regarding all contractual office issues and ensure timely payment of all office related bills and fees;
- Ensure financial, HR and administrative records and filing are comprehensive, accurate, secure and up-to-date. This includes, but is not limited to all financial plans, budgets, contracts, agreements and key correspondence;

- Guide and support any further employee or consultant providing support in bookkeeping and/or office administration and maintenance.

Your Qualifications

- Bachelor's degree in Finance or Accounting;
- Minimum of 5 years of experience in accounting and/or financial analysis
- Excellent business judgment, analytical, and decision-making skills
- Knowledge of financial reporting
- Strong demonstrated use of Excel, Word, and other accounting software
- Good knowledge of the finance and procurement system in Kosovo, and in particularly of EU and main donors in South Eastern Europe
- Excellent written and spoken English language skills. Knowledge of the Serbian language is an advantage.
- Experience in dealing with various stakeholders (public authorities, private sector, schools) and ability to facilitate in a multi-stakeholder environment.
- Experience in participating in international project tenders and in developing successful project budget and financial applications.

We offer

- An interesting, wide-ranging field of activity in a lively organisation with a lot of dynamism and power and an open organisational culture
- Progressive employment conditions
- Workplace in a central location in the city of Peja

If you are enthusiastic about this challenging job in a motivated team, we look forward to receiving your application (CV -preferable EU Pass and Motivation Letter). Please send your documents by e-mail by, **December 14th 2020** at the latest to hr@solidar-suisse-kos.org