

*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.*

To complement our competent team in the Regional Office in Kosovo we are looking for a

## **Finance & Administrative Assistant**

Responsible for maintaining financial records accurately and keeping updated all financial records, the Finance Assistant will need a detailed knowledge of financial procedures/ system of organization and keep accurate records of any transactions made by cash or credit card. He/she will assist the Finance Manager to provide effective and comprehensive financial management services. The scope of work includes also the provision of general administrative activities to the organization including filing, data entry, typing, assisting in the management of communications and paperwork, managing diaries, assisting with travel arrangements/organisation, and assisting with general reception and telephone duties. Support to budgeting and bookkeeping process as required by the project team, and by Finance Manager.

### **Your Qualifications**

- Minimum 5 years of experience in accounting or bookkeeping, administration monitoring, and financial reporting.
- Knowledge and experience in project administration and finance respectively budgeting and money flow/ Skilled in protocols, filling data entry / Proven experience with the controlling of monthly financial reports of partners, by printing and or /scanning the supporting documents, coding and filing at the relevant project folders
- Experience with tracking of accounts payable and accounts receivable (responsible to receive and provide information on the status of invoices for payment / for file
- Good knowledge of the administrative and financial procedures and local legal framework
- Experience in preparation/declaration of TAK documents for the organization including report to respective ministry
- Knowledge of arranging meetings, traveling arrangement, workshops, preparation of communications and notifications
- Excellent written and spoken English language skills. Knowledge of the Serbian language is an advantage.

### **We offer**

- An interesting, wide-ranging field of activity in a lively organization with a lot of dynamism and open organizational culture.
- Progressive employment conditions.
- Workplace in a central location in the city of Peja, with a flexible working schedule.

If you are enthusiastic about this challenging job in a motivated team, we look forward to receiving your application (CV preferably EU Pass and Motivation Letter). Please send your documents by e-mail by at the latest **30 January 2023** at [hr@solidar-suisse-kos.org](mailto:hr@solidar-suisse-kos.org)