



# CALL FOR VACANCY

## WESTERN BALKANS FUND

**Vacancy issued:** 16 February 2022;

**Position title:** Accountant;

**Deadline for application:** 10 March 2022;

**Duty Station:** WBF Secretariat, Tirana, Albania;

**Type of Contract:** Full time;

### BACKGROUND

Western Balkans Fund (WBF) is a regional inter-governmental organization established by the Western Balkans contracting parties (Albania, Bosnia-Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia).

The main purpose of the WBF is to promote cooperation and strengthening of the relations between contracting parties, the promotion of common values between citizens, civil society and institutions of the region, trying to strengthen cooperation and people to people contacts. The Fund aims to achieve these goals by supporting common regional projects and by bringing people to share mutual experiences, values, traditions and culture of their respective contracting parties in these key areas:

- Education and Scientific exchanges;
- Cultural cooperation;
- Cross-border and youth cooperation;
- Sustainable Development.

As an all-inclusive structure, the team of the WBF Secretariat, operating in Tirana, Albania, consists of representatives from WBF contracting parties such as: Albania, Kosovo\*, North Macedonia, Montenegro and Bosnia and Herzegovina.

This call for vacancy is dedicated to candidates from Western Balkans six.

\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

## **SUMMARY OF JOB DESCRIPTION**

The Western Balkans Fund is looking for an Accountant, responsible to plan, coordinate and report regularly to the Program and Finance Manager of WBF, who will assign duties as appropriate. The Accountant is inquired to cooperate closely with the program team of WBF who are in charge to administer and implement grant portfolio of WBF. WBF expects the Accountant to oversee the financial aspect of grant portfolio and assist WBF in strengthening its financial and other project management practices. The Accountant to succeed in this role, should have excellent time management and communication skills and skills to work in a diverse team.

## **DESCRIPTION OF DUTIES**

### *a) Accounting*

- Planning expenditures, prepare bank vouchers and oversee the bookkeeping
- Maintains the accounts, following relevant WBF regulations, in accordance with the Host Country laws.
- Ensures the management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports.
- Prepares the monthly financial report based on the accounting application, with all necessary justifying documentation (invoice, bank drafts and bank exchange).
- Ensures a regular monitoring of the bank account(s).
- Carries out the calculation of the payroll, including overtime, for all WBF staff on the basis of valid contracts.
- Prepares the internal invoices for the personal use of WBF assets.
- Maintains payment record of all invoices received.
- Maintains payee statement records for all suppliers.
- Carries out payments of all regular area office expenses such as office rental, telephone bills, advances, etc.

### *b) Finance and budgeting*

- In coordination with the Program team prepares the planning of the financial needs for forthcoming periods.
- In coordination with the Program and Finance Manager ensures sufficient availability of funds in the organization bank accounts and cash by liaising with the appropriate interlocutors.
- Provides reports of the petty cash box, with all due accounting and security precautions.
- Prepares the elements for the budget analysis.
- Monitors the development of expenditure, ensuring that budget overruns do not occur and provides information for the requests for possible amendments.

### *c) Procurement*

- In close coordination with the Program team plans the purchase of goods as per WBF procurement rules.

- Based on the needs for purchase prepares the Terms of References for Call for Offers/Tenders according to WBF rules and Host Country laws.
- Ensure smooth evaluation process of offers/vendors by collecting according to WBF protocol, presents to the Evaluation Committee together selection procedures and archives in the financial system.
- Participate in the evaluation meeting in the capacity of note taker and prepares the reports on the offer selected.

*d) Audit*

- Ensure that financial records are complete, accurate, appropriately authorized and in a complete Audit trail fully in compliant with International Standards on Auditing (ISA)
- Ensure that financial records are in adherence to effective record management practice.
- Ensure that accounting standards are applied and financial documents that are correct, complete, fair, representing the true facts, in conformity with the objectives of the Fund and Host Country legislation;
- Ensure that all accounting records, supporting and other documents, minutes and any other pertinent information necessary for the audit to be available for the auditing process
- In the case of WBF grant implementation, the declaration for the audit has to certify the completeness of information concerning financial support to third parties
- In relation to the overall audit process, the Accountant shall provide information for the Call being audited including consolidated financial statements of the Fund.
- The consolidated financial information, including balance sheets and profit and loss statements of the Fund shall be available for the audit.

**REQUIREMENTS**

- University degree in Accounting or related finance, business degree or higher;
- Minimum of a five-year professional experience in accounting or finance;
- Proven work experience as financial officer, accountant or similar role;
- Experience in finance management, from conception to delivery;
- Strong analytical and problem solving skills;
- Ability to work well with large and diverse teams;
- Ability to work under pressure;
- Experience with donor funded projects would be considered as an advantage;
- Excellent written and verbal communication skills;
- Sharp time management skills;
- Solid organizational skills including attention to detail and multitasking skills;
- Ability to work with Enterprise Resource Planning ERP management tools and/or Financial management software;
- Experienced user of MS Office toolset (Word, Excel and PowerPoint);
- Strong ethics, with an ability to manage confidential data/information;
- Proficiency in English language in writing and communication;

**SUBMISSION OF THE APPLICATION**

- Interested candidates should present:
- Letter of interest which specify your qualifications for this vacancy.
- Professional CV in English in the EUROPASS format.
- Qualifications (diploma/certificate) and recommendations considered relevant for the application.

Applications with following documents should be submitted at: **recruitment@westernbalkansfund.org** by March 10<sup>th</sup> 2022. Only shortlisted candidates will be notified.

NOTE\* The shortlisted candidate for the interview should expect for their references to be contacted by WBF before the interview.