

## Financial Officer

**Contract type and duration:** Contract type is Service Agreement with duration 12 months of which three months of test period, renewable.

**Starting date:** as soon as possible.

**Purpose:** to monitor and keep track of all budget transactions undertaken by the Project Management Units (PMU) of projects under PROMAS (Programme for the Modernisation of the Agricultural Sector , funded by Cooperazione Italiana) in the execution of their activities; to prepare Project Financial Reports. The successful candidate should be a qualified financial/administrative officer, of Albanian nationality, with previous experience in keeping the accounts of complex organizations.

**Duty station:** based in Tirana in the premises of the Albanian Ministry of Agriculture, Rural Development and Water Administration at the PMU Office.

### Job description

The Financial officer will:

- Keep record of all PMU budget transactions in the execution of their activities;
- Keep a copy of all supporting documentation for the Programme's expenditures and revenues, if any;
- Prepare Project Balance Sheets for each project;
- Complement the PMU Activity Reports with financial and accounting data;
- Prepare the Financial Reports prior to the disbursement of any instalment of the soft loan and submit it to the Auditing Company for certification;
- Provide the Auditor with the data needed for drafting the Quarterly Auditing Report;
- Provide advice on administrative and financial policy decisions and procedures.

The Financial officer will work in coordination with the Programme Procurement specialist, and report directly to the PMU National Coordinators and Chief Technical Advisors. She/He will keep regular liaison with the Finance and Juridical Directorates of involved Ministries.

### Knowledge, experience and skills:

- University degree in Finance, Economics, Accounting, or other relevant fields.
- At least 5 years professional experience.
- Proven knowledge and work experience in applying International Accounting Standards.
- Ability in reporting.
- Experience in the use of office software packages (MS Word, Excel, PowerPoint etc).
- Ability to work autonomously and with tight deadlines.
- Fluency in English. Knowledge of Italian will be an asset.

Interested qualified candidates are requested to submit their CV in English by 21 of September, 16:00 Tirana local time, at the following email addresses: [info.promas@bujqesia.gov.al](mailto:info.promas@bujqesia.gov.al), [utl.albania@esteri.it](mailto:utl.albania@esteri.it). Please insert "PROMAS - Financial Officer" in the subject line of the email.

**Only shortlisted candidates will be contacted for an interview.**