



JOB ANNOUNCEMENT

- Position:** **Finance & Administrative Assistant**
at “Strengthening civil society to prevent and protect children from abuse and violence in Albania” project, funded by the EU (Civil Society Facility Civic Initiative and Capacity Building) and implemented by Terre des homes Mission in Albania in partnership with ANTTARC
- Scope of Work:** S/he will work closely with the Capacity Development Specialist (ANTTARC) and the project team from Tdh including the Project Coordinator, Sub-grant Officer, CP & Networking Project Officer, Monitoring and Evaluation Officer, Finance Manager, and Administrative Assistant to manage provision of products and services proposed in the action. The employee will dedicate 25% of her working time for this assignment.
- Specific Responsibilities:**
- Developing, managing the financial management system for the project.
 - Developing and managing computer and hard financial transactions files.
 - Developing and managing payment and other financial forms.
 - Developing, managing a rigorous, accurate, legible bookkeeping system.
 - Recording financial transactions of the project.
 - Preparing financial reports.
 - Carrying out project’s financial transactions at the bank and with vendors.
 - Informing on quotes for equipment, furniture, and office supplies.
 - Providing and managing logistical arrangements.
 - Carrying out any other duties assigned by the Project Team.
- Reporting and Accountability:** S/he will report regularly and upon request to the Capacity Development Specialist. He will report upon request to the Project Manager and Finance Officer from Tdh relating to the realization of tasks as agreed between Tdh and ANTTARC.
- Contract Duration:** February 2018 through July 2020
- Requirements:** University degree in finance and/or related fields; Experience with non-profit financial management; Experience with civil society organizations; Experience with EU projects.
- Appl. deadline:** 08 February 2018
- Apply to:** ngocenter@icc-al.org