



JOB ANNOUNCEMENT

- Position:** **Finance & Administrative Assistant**
at the “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; EuropeAid/155863/DH/ACT/AL), implemented by Terre des hommes Mission in Albania in partnership with ANTTARC.
- Scope of Work:** S/He will work closely with the Capacity Development Specialist (ANTTARC) and the other members of the project team from Tdh comprised of the Project Coordinator, Sub-grant Officer, CP & Networking Project Officer, Monitoring and Evaluation Officer, Finance Manager, and Administrative Assistant to manage provision of and to provide quality and timely products and services proposed in the above-mentioned action. The employee will dedicate 25% of her working time for this assignment.
- Specific Responsibilities:** In addition to what is mention in the Employment Contract, specific responsibilities of the Administrative Assistant entail:
- Developing and managing the financial management system for the project.
 - Developing and managing computer and hard files and databases of all financial transactions.
 - Developing and managing payment and other financial forms.
 - Developing and managing a rigorous, accurate and legible bookkeeping system.
 - Recording financial transactions of the project.
 - Preparing financial reports.
 - Carrying out project’s financial transactions at the bank and with the vendors as required.
 - Providing information on quotes for equipment and furniture and various office supplies through rigorous cost consideration.
 - 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 and, 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: October 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: 14 October 2018

Apply to: ngocenter@icc-al.org