Financial Specialist

Vacancy Announcement

Co-PLAN is a non-profit organization that has contributed to sustainable development by enabling good urban and regional governance, tackling key environmental issues, developing civil society, impacting policies, and promoting community participation knowledge-making since 1995.

At the core of Co-PLAN’s activity is the work with people and institutions, to foster tangible social transformation and positive change on the ground by inducing change-driving knowledge in our society for smart management of our habitat. Co-PLAN fulfils this mission through means of pilot activities and advisory services financed by national and international institutions and direct involvement with communities, local government units and other non-governmental organizations in the field of urban and regional management, environmental management, and municipal finance.

Co-PLAN is announcing a vacancy for the position of Finance Specialist, with details as follows:

Main Duties and Responsibilities:

- The Financial Specialist will work under the direction of the Head of Finance from whom she/he takes specific tasks.
- General Accounting and Bookkeeping.
- Ensure all financial transactions have the appropriate and required supporting document in compliance Albanian LAW, Co-PLAN policies and procedures, and donor terms and conditions.
- Ensures accurate and complete accounting entries of all financial transactions on daily basis.
- Review completeness of supporting documents.
- Ensure timely preparation of disbursement of all payments to suppliers, partners, employees and thirds parties (including tax's office; social security).
- Prepare the month end and other organization reports according to agreed upon timelines.
- Ensure that all bank account balances maintained by the organization are properly reconciled with Book Balances.
Coordinate and support Finance manager during external and internal audit implementation
Performs other tasks (besides those related to finance) that are important to the organization.

Qualifications and Requirements:
- A Bachelor's Degree in Finance is required for this position;
- At least 3-5 years full time work experience in finance department;
- Understanding of Taxes, bank reconciliation, and bookkeeping;
- Knowledge of Alpha Business Accounting system would be preferable;
- Excellent knowledge's in Microsoft Office programs (Excel, Word, Powerpoint).
- Working knowledge of English (absolutely required).

Application procedure

To apply for this position please send the following:
- A cover letter expressing your interest (written in English);
- A CV (including referee contact details) and letters of references if available (in English);
- A copy of your academic diplomas;
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until September 22, 2021, 17:00h. Co-PLAN is an equal rights and opportunities employer. Only those who fulfil the requirements specified in this Terms of References are encouraged to apply. ONLY short-listed candidates will be contacted for the second stage of the selection process.

All applications are to be sent to: co-plan@co-plan.org

* All application will be treated with strict confidentiality in compliance with Law No. 9887/2008 "On the Protection of Personal Data"