



## **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](mailto: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"