**Terms of reference: FINANCE SPECIALIST**

Co-PLAN is a non-profit organization established in 1997, dedicated to fostering sustainable development, catalyzing transformative change in urban and regional spaces, promoting good governance, addressing pressing environmental issues, cultivating civil society, and influencing local, national, and regional/international policies. With a focus on people and institutions, Co-PLAN aims to drive tangible social transformation and positive change by instilling change-driving knowledge in our society and ensuring through our persistent work that our habitats are smartly managed and resilient. Co-PLAN’s work encompasses project-based engagement, research, grant-giving, capacity building, and active community engagement.

Co-PLAN operates upon six main areas of expertise: (i) territorial governance and spatial planning; (ii) environment and climate resilience; (ii) economic development, innovation, and sustainable tourism; (iv) responsible research and citizen science; (v) civil society and policy influencing and (vi) grant management/cascade funding. We are based in Tirana, Albania.

Co-PLAN is announcing a vacancy for a **FINANCE SPECIALIST with** details as follows:

**Title: FINANCE SPECIALIST (full-time)**

**Start date: July 2024 (date to be agreed with the candidate)**

**Location: Tirana, Albania (on-site)**

**Deadline: 15 June 2024 (interviews will be held during the application period)**

**The primary duties and responsibilities:**

The Finance Specialist will work under the direction of the Head of Finance, from whom she/he will take specific tasks.

* Support in the preparation of the financial reporting
* General Accounting and Bookkeeping.
* Ensures accurate and complete accounting entries of all financial transactions daily
* Review the completeness of supporting documents.
* Ensure timely preparation of disbursement of all payments to suppliers, partners, employees, and third parties.
* Prepare the month-end and other organization reports according to agreed-upon timelines.
* Provide administrative support during budget preparation.
* Support HR Admin duties, ensure employee records/documents are maintained
* Coordinate and support the Finance manager during external and internal audit implementation
* Performs other tasks (besides those related to finance) that are important to the organization.

**Qualifications and Skills:**

* A Bachelor's Degree in Finance is required for this position;
* At least 3-5 years full-time work experience in the finance department;
* Understanding of Taxes, bank reconciliation, and bookkeeping;
* Knowledge of the Alpha Business Accounting system would be preferable;
* Excellent knowledge of 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 and two letters of reference (in English); preferable

Co-PLAN, Institute for Habitat Development, is an equal rights and opportunities employer with competitive salaries. Only those who fulfill 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

Applications are accepted until **June 17, 2024**. All applications are to be sent to: [co-plan@co-plan.org](mailto:co-plan@co-plan.org)