



HELNETAS Swiss Intercooperation is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

RECONOMY is an inclusive and green economic development program of the Swedish International Development Cooperation Agency (Sida), implemented by HELNETAS Swiss Intercooperation in the Eastern Partnership and the Western Balkan countries.

We welcome applications from motivated individuals for the following post at our office in **Skopje, North Macedonia**. The latest expected starting date is September 1, 2023.

FINANCE AND ADMINISTRATION OFFICER (F/M/D) 100% HELNETAS SWISS INTERCOOPERATION

The Finance and Administration Officer will be accountable for the day-to-day financial management and general administrative tasks, including procurement, information services, human resources administration, and logistic services of the RECONOMY Western Balkan Regional Hub. Will provide regular support to RECONOMY regional hub team and Implementing Partners in maintaining efficient and effective financial management systems. Under the guidance of the WB Regional Manager (WB RM) and RECONOMY Finance Manager (FM), will work closely with program staff, playing a key role in the finance/admin operation of the Western Balkans projects.

MAIN TASKS

As Finance and Administration Officer, you are responsible for the overall finance and administration activities within the frame of the Helvetas implemented RECONOMY Program, including the following tasks:

- Analyze financial data, monitor budget utilization, and provide essential reports to the Western Balkans Regional Manager (WBRM) and the program team.
- Responsible for arranging, managing, and controlling payments related to WB projects, preparing, and submitting ready-for-payment scanned documents.
- Check and verify the Western Balkans staff expense claim, and ensure supporting documents are completed and aligned with processes and internal control OF RECONOMY.
- Ensure compliance with the partner agreements and provide support to Implementing Partners and the Western Balkans Regional hub team towards efficient and transparent financial arrangements with partners.
- Review and control the Implementing Partners (IP) financial reports and eligibility of expenditures.
- Support RECONOMY Finance Manager and Procurement/Finance Officer (PFO) in monitoring and reconciling IPs' financial reports with financial documents and receipts.
- Assist WBRM with the Western Balkans region budget monitoring reports and other ad-hoc reports.
- Assist in Western Balkans projects-related procurement processes ensuring specifications, budget provisions, and all other requirements are in order.
- Support the WBRM with Western Balkans regional hub staff time management; administrates staff timesheets; checks the timesheets; maintains sick and leave administration for the hub staff.
- Monitors the staff contract expiration and informs Western Balkans Regional Manager timely.
- Assist in organizing meetings, workshops, and seminars, while maintaining our regional hub's soft archive and databases.

YOUR QUALIFICATIONS

- University degree in economics or other relevant disciplines.
- Previous experience in accounting, finance management, or a similar position of at least five years, preferably in international development organizations.
- Strong analytical skills and ability to work independently and in a team; capacity to guide and coach others.
- Very good English speaking and writing skills.
- Share HELVETAS Swiss Interoperations' value system and development concept.
- Good communication and presentation skills. Able to communicate information clearly and concisely both internally and externally.
- Knowledge of at least two languages spoken in the Western Balkans or any other regional language would be considered an advantage.
- Strong organizational skills, verbal and written communication skills, and the ability to interact well with others, research skills, information analyses, attention to detail, deadline-oriented, confidentiality, and thoroughness.

WORK CONDITIONS

- 5 working days (from Monday to Friday).
- Frequent business trips to the Western Balkan countries, Eastern Partnership and Switzerland
- Hybrid working model applicable in agreement with the Regional Manager
- Trial Period: up to 3 months.

WE OFFER YOU

Attractive working conditions in a dynamic international team.

We look forward to receiving your expression of interest together with your updated CV by **03 August 2023, at 5 PM**. Please send your application to reconomyprocurement@helvetas.org.