Helvetas is an organization specialised 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.

We welcome applications from motivated individuals at one of our offices in **Western Balkans**. The expected starting date will align with the earliest availability of the successful candidate.

FINANCE AND ADMINISTRATION OFFICER (F/M) 100 %
RECONOMY PROGRAM

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

The Finance and Administration Officer will ensure high-quality, compliant, and transparent financial and administrative management. Supervising daily financial operations, payments, partner agreements, and inventory while providing clear guidance and technical support to the team and Implementing Partners. Uphold accountability, efficiency, and trust across all RECONOMY activities.

He/she will manage accurate, timely, and complete financial and administrative reporting for the program, proactively identifying bottlenecks and maintaining the quality of outsourced services. Support effective budget monitoring, provide ad-hoc reporting to management, and oversee all procurement processes to guarantee compliance with RECONOMY's rules and quality standards.

The Finance and Administration Officer will assure compliance of the program's activities with required administrative (and financial) processes, most importantly good risk management. Ensure timely support to program implementation related administration issues.

MAIN TASKS

- Responsible for the supervision and quality assurance of finance and administrative processes. Supports RECONOMY Finance and Operations Managers (FOM) and provides guidelines to the team in the day-to-day financial management.
- Supervises and enforces the rules and regulations of the Finance and Admin Manual (FAM), ensuring its impartiality and transparency and providing technical support to parties involved in the RECONOMY team and RECONOMY financial processes.
- Supports in arranging, managing, and controlling the payments related to RECONOMY projects. Assigns the budget codes, prepares, and submits ready-for-payment scanned documents to FM for approval and the Program Assistant to execute the payment in Sangama. Ensures that payments and related supporting documents are completed and aligned with processes and internal controls defined in the FAM.
- Checks and verifies the staff expense claims, confirms the budget code, ensures that supporting documents are completed and aligned with processes and internal control defined in the FAM, and submits to the FM for approval and the Program Assistant to execute the payment in Sangama.
- Maintain and update the inventory of RECONOMY offices, including the inventory in use by the staff. Preparing and submitting periodic inventory reports, including physical verification of inventory items.
- Ensure compliance with the partner agreements. Provide financial expertise to Implementing Partners and support the team towards efficient and transparent financial arrangements with

partners. Review and control the Implementing Partners (IPs') and Market Actors (MAs) financial reports, the eligibility of expenditures, and whether they align with the budgets approved.
- Supports RECONOMY FM and Procurement/Finance Officer (PFO) in monitoring and reconciling IPs' financial reports with financial documents and receipts. Ensures quarterly and final financial project reports are received from IPs and MAs as per programme deadlines. Follow-up on correspondence and requests related directly to project finances from project implementers. Provide regular updates of the project's financial status and raise financial issues as required with the FM. Carry out field visits to partners to verify adequate control systems and the reliability of financial reports as requested.
- Provides financial and administrative reports; checks financial and non-financial data on accuracy, completeness, and timeliness; reports to Regional Managers (RMs) on potential administrative bottlenecks or deficiencies; ensures the quality of outsourced services.
- Monitors budget utilisation of the projects. Assist RMs with the budget monitoring reports and other ad-hoc reports.
- Ad-hoc report support to the Regional Manager and Program team.
- Supports the RECONOMY team in procurement processes, providing procurement insights, consultation, and identifying the team needs. Works and coordinates closely with the Procurement/Finance Officer ensuring compliance with the RECONOMY-defined procedures.
- Assists in projects' related procurement processes by preparing requisitions and checking their completeness and authorization/documentary support to ensure that specifications, budget provisions, and all other requirements are in order.
- Upon request, participates in the selection process for goods, service providers, and Implementing Partners/Market Actors as Tender Evaluation Committee (TEC) member.
- Responsible to facilitate the contracting for the goods, services and other necessary procurement for the project activities under the guidance of Project Managers/Coordinators and RMs and in line with RECONOMY procedures.
- Supports and administers staff timesheets; Checks the timesheets before their approval by the line manager; Maintains sickness and leave administration for the staff; Submits the signed timesheets to PA for archiving.
- Monitors the staff contract expiration and informs line manager timely.
- Organizes the logistics for internal and external meetings, workshops, or seminars.
- Maintain the program soft archive and databases.
- Assists the team with general administrative support such as preparing visit programs, booking meetings, and arranging visit logistics.
- Assists the team with travel arrangements within the region and travels related to the program.
- Supports the RECONOMY team in managing the running tasks of the offices.
- The above goals reflect the general duties and responsibilities considered necessary to perform the job's essential functions and should not be considered as a detailed description of all the work requirements of the position. In addition, other related duties may be assigned.

YOUR QUALIFICATIONS

- Project Management practical experience.
- Solid experience in financial management and reporting, including verifying payments and expense claims.
- Practical experience supporting and monitoring Implementing Partners' financial compliance.
- Hands-on experience with procurement processes and basic contract management.
- Proven skills in budget monitoring and preparing accurate financial updates for managers.
- Experience organizing logistics, events, and travel arrangements for multi-country teams
- Understanding key trends in the Eastern Partnership and Western Balkan regions
- Mandatory:
- Excellent coordination skills to manage multiple financial, procurement, and admin processes across diverse locations.
- Strong analytical skills to review partner reports, verify compliance, and prepare accurate, timely financial data.

- Clear writing and reporting skills to produce ToRs, financial updates, procurement documentation, and ad-hoc reports for management.
- Good understanding of budgeting, risk management, and monitoring financial performance to uphold accountability and transparency.
- Writing skills – to develop ToRs for assessment/analyses, develop monthly updates and reports.
- Effective facilitation skills to support Implementing Partners and guide the team in applying financial and admin procedures consistently.
- Excellent interpersonal and communication skills to liaise with the EaP and Western Balkan teams, regional stakeholders, and outsourced service providers.
- Ability to build trust with partners, negotiate effectively (e.g., for procurement or hosting agreements), and maintain long-term cooperation arrangements.
- Strong planning, prioritization, and time management skills.
- Capacity to coordinate onboarding, manage handovers, and support the team in maintaining smooth operations across multiple offices.
- Ability to identify and address administrative bottlenecks, ensuring efficient workflows and service quality.
- Ability to travel frequently
- Ability to work in a diverse team
- Ability to adapt to new environment
- Goals and results-oriented
- Ability to work on multiple tasks simultaneously
- Organizational skills
- Time management skills
- Knowledge of English (Serbian and Albanian would be an option)
- Resident one of the Western Balkan countries

WE OFFER YOU

A contract until December 2026, attractive working conditions in a dynamic team.

To apply please submit your CV and motivation letter to reconomyhr@helvetas.org by **July 18, 2025** and indicate the title of the position in the email subject. For additional information, please contact visit our website www.helvetas.org or www.reconomyprogram.com.