

## **Albanian Local Capacity Development Foundation (ALCDF)**

*It is a non-profit organization founded by national and regional organizations with a constituency and interest in local areas of Albania, in 2010. **ALCDF is a spinoff of SNV Balkan – The Netherlands Development Organization.***

**The Vision** of ALCDF is the socio-economic well-being and prosperity in rural areas of Albania.

**The Mission** of ALCDF is improving the business and professional service market environment through strengthening demand, improving the quality of services, and increasing the effectiveness of financing. A core element of ALCDF's approach is that user experience is empowering thus building confidence of all formalized rural actors to participate in open market environments.

**ALCDF is focused on Regional and Rural Development** in the sectors of Forestry, Agriculture, Tourism and Local governance. ALCDF works closely with local partners and clients. It has about 400 formalized clients and partners in Albania such as individuals, companies, organizations, local authority's institutions, etc).

ALCDF is looking for a dynamic and innovative part time:

### **Finance Officer**

For the EU funded project “Ecosystem protection of the Ohrid-Prespa transboundary region”

#### **ESSENTIAL JOB FUNCTIONS:**

The Finance Officer, based in Tirana is responsible for the effective financial management of the EU funded project “Ecosystem protection of the Ohrid-Prespa transboundary region” implemented by ALCDF and funded from EU in the framework of Cross-border Programme the former Yugoslav Republic of Macedonia - Albania under the Instrument of Pre-accession Assistance (IPA II) allocations for 2014 & 2015.

In close collaboration and with the direction of the Programme Manager will perform these main tasks:

- Processing of all project financial payments and project book-keeping in line with EUD rules and procedures in compliance with the grant contract and respective PRAG and ALCDF procedures;
- Ensuring all project records are stored in a sensible and logical manner and kept up-to date, providing a suitable audit trail over the life of the project;
- Providing monthly financial reports to the Project Manager and other bodies as required;
- Regular liaison with the team to ensure effective communications and the smooth running of the project;
- Liaising with the Project Manager and project team over booking and movements of equipment, and administering the asset register and booking forms;
- Undertake professional learning and development appropriate to the satisfactory delivery of all these duties, as agreed with the Project Manager;
- Coordinate the process between the Applicant and Co-Applicants for preparation of interim and final reports;

#### **Qualifications**

The successful candidate will have proven experience in project management and increasing levels of responsibility and authority. A proven self-starter and innovator.

- A first degree (Bachelors or Diploma) and Masters Degree in Accounting or Business Management or relevant topics; or an equivalent proven experience.
- Significant experience in the management of projects, especially EU funded projects;
- Fluent spoken and written Albanian, and
- Comprehensive working knowledge of English

Interested applicants should submit a CV and letter of interest by Monday 4<sup>th</sup> December 2017.

Please e-mail all materials to [Lmanga@alcdf.org](mailto:Lmanga@alcdf.org)