



Job vacancy announcement

Finance/Administration Officer

Date posted 15 December 2020

The Balkan Forum is seeking for a skilled, energetic and committed professional to support our operations by implementing, revising/developing and maintaining our finance system, policies and procedures including providing administration support.

Deadline for applications: 10 January 2021

Expected start date: 1 February 2021

Contract: 12 months, part-time (20 hours/), with a possibility of extension and working full-time

Salary range: Competitive NGO salary

Location of the post: Prishtina, with limited travel in the Western Balkans region

Reporting: Finance/Administration Officer will report to the Executive Director

About The Balkan Forum

The Balkan Forum (The BF) is a regional, multisector platform designed to advance cross-border dialogue and create a shared regional vision and agenda for cooperative action in the Balkan region based on economic integration, prosperity, and sustainable peace. We highlight good practices of regional cooperation to policy discussions and promote existing efforts to connect grassroots initiatives, knowledge, and successes to the decision-making levels that are responsible for policymaking and regional and/or EU integration.

We adopt a positive approach as the guiding principle for our activities; rather than re-emphasizing the problems that have divided the Balkan populations for many years now, we focus heavily on the positive elements that unite them, including celebrating the diversity and highlighting shared aspirations and values of our societies.

Our efforts focus on filling gaps and mobilizing action; facilitating consensus building and dialogue; and building political will for policy action on regional cooperation initiatives. This includes encouraging systematic engagement in our four thematic areas and other important issues for the region, and ensuring follow up to take forward outcomes and priorities from different activities by also linking with - and learning from - other in-country and regional initiatives, for example Berlin Process and Nordic Council.

Geographic focus: Albania, Bosnia and Herzegovina, Croatia, Kosovo, Greece, North Macedonia, Montenegro, Serbia.

Thematic areas: the following broad thematic areas that have been identified as having a special dynamic in the Balkan region; thus, presenting great opportunities for cooperation and joint development, form the framework of The Balkan Forum's initiative: Education, Energy, Tourism, Human Capital and Labor Market.

Partnership and collaboration: we interact on regular basis with civil society actors in the Balkan region including youth, media and journalists, experts, academia, public officials, donors, international organizations, business actors, and diaspora. Together with these actors, we are identifying opportunities for collaborative action, connecting diverse initiatives and stakeholders to maximize impact, fostering experimentation and innovation, and amplifying progressive voices.

Duties and responsibilities

- Supervising and coordinating the organization's finances;
- Responsible for the execution of salaries, taxes, pensions and other expenses on time;
- Preparation of financial reports for donors and management;
- Preparation of the financial statement of the organization;
- Assistance in drafting project budgets;
- Overseeing the organization's accounts and other administrative matters;
- Support and oversight of the administration on a daily basis;
- Preparation and maintenance of administrative documents including contracts, agreements and other documents;
- Collect, sort and record invoices from various donors in QuickBooks;
- Other tasks as needed.

Person specification

- University degree or a combination of relevant educational background and work experience;
- At least 5 years' office management, administration, finance and/or HR experience with NGOs;
- Excellent Quickbooks and computer skills, including high degree of proficiency in MS Word, Excel, Outlook, PowerPoint, and other commonly used applications;
- Fluent in English;
- Good knowledge about the Kosovo tax system and other relevant legal requirements;
- Good knowledge of human resources and drafting contracts;
- Attention to detail;
- A positive problem-solving approach to work;
- Able to work flexibly in a friendly and dynamic team;
- A commitment to learn and be open for new ideas and approaches;
- Willingness to travel in the region.

Application process

To apply, please send your CV (max 2 pages), and covering letter (max 1 page) in English stating your motivation with the subject line **Application for FA position:** info@thebalkanforum.org

We regret that only shortlisted candidates will be contacted.

For further information about The Balkan Forum please visit <https://thebalkanforum.org>