

FINANCE AND ADMINISTRATION OFFICER

OVERVIEW:

Global Communities is an international development non-profit organization. Our mission is to create long-lasting, positive and community-led change that improves the lives and livelihoods of vulnerable people across the globe.

Global Communities is seeking a Finance and Administration Officer for the USAID-funded Up to Youth Activity, who will be working in Pristina office, with the Finance & Administration team. Global Communities is implementing the USAID-funded Up to Youth Activity in Kosovo, a five-year, positive youth development project working with youth 15 – 24 years of age. Up to Youth commenced its activities in April 2019 and works in nine selected municipalities in Kosovo to mobilize youth to be forces for positive change. The following are the three specific objectives of Up to Youth:

Objective 1: Mobilizes youth to be forces for positive change by focusing on identifying, recognizing and bringing together vulnerable youth who have the potential and will for positive change.

Objective 2: Develops and demonstrates life/soft skills among youth by preparing youth with the necessary skills to engage in meaningful ways and play active roles in their municipal and/or national economy.

Objective 3: Develops, builds and supports resilience partners in fostering an environment for youth to engage in a positive and meaningful way.

RESPONSIBILITIES:

Based in Pristina, the Finance and Administration Officer is expected to be able to participate in all of the responsibilities mentioned below:

- Manage and maintain Petty Cash;
- Reconcile and replenish Petty Cash account;
- Handles Petty Cash fund reimbursements;
- Reimburse training participants and Social Change Fund initiative expenses;
- Review training participants' list;
- Track Social Change Fund initiatives expenditure/budget;
- Prepare bank payments and back-up documentation;
- Assist in the collection of timesheets and other staff documentation;
- Prepare purchase requests for various items and assist in receiving office materials;
- Prepare VAT forms for various vendors;
- Assist in reviewing subcontractors reports;
- Review Advance Requests for staff, reconcile the refunds and reimbursements of closing the advances with all supporting documentations;
- Maintain and organize finance/administrative files; uploading soft copies to SharePoint;

- Organize and monitor schedules and see that deadlines are met;
- Support in coordinating logistics for meetings, trainings, events and other activities related to activity implementation;
- Demonstrate commitment to activity needs and confidentiality continuously; and,
- Other duties as required from Up to Youth staff.

QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Accounting or related field strongly preferred;
- Minimum of three (3) years of experience in similar positions;
- Strong communication and interpersonal skills;
- Keen attention to detail and an aptitude for problem solving;
- Excellent computer skills, including Microsoft Office;
- Collaborative working style and team-player attitude; and,
- Prior experience working on a USAID-funded contract is preferred.
- Fluency in English and Albanian or other local language required.

How To Apply:

- Please send your applications with CVs and cover letters to the following address kosovorecruitment@KosovoUpToYouth.org;
- Please state "Last Name, First Name – Position" in the subject line of your email;
- Applications will be accepted through 5PM on July 17, 2022. Applications received after that time will not be considered;
- Global Communities provides equal opportunities to all applicants, and does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, disability, age, veteran's status, sexual orientation, genetic information, marital status, parental status, or political affiliation.
Members of marginalized groups are highly encouraged to apply.