

## Call for Vacancy Applications

**Office Manager (Accounting and HR Support)**

Swisscontact in Kosovo is looking for an Office Manager (Accounting and HR Support). This vacancy is part of Swisscontact's Fostering Employment and Growth Opportunities (FEGO) project. The overall objective of the Project is job creation and income generation in Kosovo, in the furniture, apparel, and rural tourism sectors, to contribute to addressing high unemployment and poverty rates in the country, especially amongst youth and women. The FEGO project is financed by the Swedish International Development Cooperation Agency and implemented by Swisscontact. This is a four-year project, starting from January 2022.

The Office Manager (Accounting and HR Support) is mainly responsible for bookkeeping and preparing the monthly financial reports. S/he is also responsible for planning of transport and booking of flights for traveling abroad, for logistics support to the teams and management for meetings and events, in and outside of the office.

**Duties and responsibilities for Office Manager (Accounting and HR Support):**

- Maintains and updates financial operational reports for FEGO, such as contracts and commitments, planning and monitoring the correct execution of FEGO budget
- Maintains an effective filing system (both hard and electronic versions)
- Enters, updates, and/or retrieves accounting data from automated systems
- Guides project staff to file/archive project documents properly
- Responsible for HRM of the project, including keeping and updating all HR related documentations
- Oversees administration of human resources, including but not limited to, maintaining personnel files for FEGO staff, assisting with recruitments, purchasing and maintaining adequate health and other insurance policies, etc.
- Prepares all payments, based on supporting documents such as invoices, purchase requests and other project requirements
- Prepares and processes monthly payroll for FEGO project and related taxes to local tax authorities
- Enters, updates and posts all financial data to appropriate accounts in an automated accounting system, according to instructions
- Reviews online transactions for changes and accuracy and corrects errors. Retrieves system reports
- Prepares monthly financial reporting to Head Office for approval by the project manager and closely communicates with them for the finalization of the monthly reporting
- In close cooperation with the Head of Finance & Administration, work on the audit process
- Ensures that funds are efficiently transferred from headquarters to the field office and funding is available to support timely payment of all project and operations costs
- Reviews local and international contracts and Partnership Agreements according to Terms of References for approval by the management and executes payments according to terms of payment
- Reviews invoices and project payables and makes sure that these are properly followed forwarded, and proceeded
- Provides technical and administrative assistance to the project staff and consultants
- Assists in the procurement process for all project activities
- Makes necessary arrangements for visitors, seminars & meetings and coordinates the available resources to fulfil coming requests as needed
- Maintains the Annual Leave and Timesheets files, which includes ensuring vacation and sick time are tracked in the system
- Maintains and processes all HR related documentation

**Minimum requirements**

- Minimum of bachelor's degree in economics, or other relevant discipline
- At least 5 years professional experience in a similar position
- Excellent analytical and accounting skills
- Good writing, spoken communication and presentation skills in English and Albanian
- Ability to analyses data
- Ability to act independently and take initiative
- Excellent interpersonal skills and team player
- Knowledge of Abacus accounting system is preferred

**Application deadline**

Close of Business (COB): 2 January 2022

**How to Apply:**

Please submit your CV, motivation letter and proof of your completed education at [lindita.daka@swisscontact.org](mailto:lindita.daka@swisscontact.org). Please also provide contact details of three professional references.

**More information**

For more details on the job, please write to: [lindita.daka@swisscontact.org](mailto:lindita.daka@swisscontact.org)

Further general information on Swisscontact Kosovo page can be obtained from our website:

<https://www.swisscontact.org/en/countries/kosovo>