



CSSP - Berlin Center for Integrative Mediation

Call for Application:

FINANCE MANAGER, ALBANIA (full-time)

WHO WE ARE

CSSP – Berlin Center for Integrative Mediation (CSSP) is a non-profit organisation founded in 2005, based on the “Lessons Learned” of Christian Schwarz-Schilling’s work as the International Mediator in Bosnia and Herzegovina (1995 – 2004). CSSP provides expertise and lead projects in mediation, political dialogue and peace processes. With headquarters in Berlin, Germany, CSSP initiated its mediation work in the Western Balkans and has extended its mediation outreach to other regions such as the Middle East and North Africa, South Asia, Eastern Europe and the Caucasus. It has local offices in Albania, Bosnia Herzegovina and Kosovo.

Since 2018, upon the request of the Ministry of Justice, CSSP has worked on strengthening the mediation system in Albania with key partners. We are currently implementing two different projects in that regard, respectively financed by the Austrian Development Agency (ADA) and European Union (EU). The first project called “Expanding and Empowering the Mediation System in Albania”, financed by ADA, started in December 2021 and will last until January 2025. CSSP has implemented this project in partnership with the National Chamber of Mediators (NCM) and the Albanian Foundation for Conflict Resolution and Reconciliation of Disputes (AFCR). The second project, financed by EU, started in February 2024 and will last until September 2026. CSSP implements this project in partnership with the Centre of Integrated Legal Services and Practices (CILSP) and association with the NCM and Free Legal Aid Directorate of the Ministry of Justice.

These initiatives aim to support the authorities’ efforts to increase the access to justice through mediation in the context of the ongoing reforms and the accession process to the European Union. Mediation is one of the so-called “Alternative Dispute Resolution” mechanisms (ADR), which are alternative ways to resolve legal disputes. Professional and licensed mediators facilitate communication between parties, helping them negotiate a joint settlement of their dispute. It is a confidential and voluntary process.

DESCRIPTION OF THE ROLE

We are looking for a Financial Manager to support the team in Albania with accounting, overseeing the budget, managing all payments, cash flow, transfers, coordinating instalments from Berlin and towards local partners, leading taxes processes, reporting on finance elements (narrative and financial reports) and administration and logistics.

The Finance Manager will be under the operational supervision of the CSSP Country Representative/Programme Manager (finance administration in general, online banking, legal and fiscal matters, support to activities) and under the technical supervision of the Berlin Head of Finance (controlling and management of bookkeeping, financial reporting). He/she will work in close collaboration with the Finance Officer as well as project staff and partners

The position is full-time with 40 working hours per week starting as soon as possible. The exact starting date will depend on the candidate’s availability, and will initiate at the latest in September.

The salary reflects a Finance Manager position within an international non-governmental organisation in Albania.

PROFILE

Main duties and responsibilities:

- Administration of finances and bookkeeping for all project-related expenditure, in Albania using CSSP's Excel-based systems, including review of partner institutions' financial reports on a quarterly basis.
- Control of cash flow and support to the Programme Manager in financial planning,
- Control of adherence to donors and CSSP policies and regulations and ability to control all expenditure based on these,
- Preparation of financial reporting and re-allocation requests for the donors,
- Preparation and filing of tax declarations and reports to the Albanian authorities,
- Support of CSSP's Head of Finance for end of year budgeting, tax and other reporting,
- Support of project activities, including administrative and logistical assignments, such as:
 - booking training venues,
 - coordinating transport,
 - booking hotels, arranging meals & refreshments, booking flights, equipment, translations, and others,
 - buying material for activities and office supplies.

Mandatory:

- Finance management and accounting experience in Albania (minimum 3 years), experience in dealing with international funding,
- Mother tongue Albanian and fluency in English (written and verbal, for meetings, correspondence, and reporting),
- Thorough knowledge of local tax requirements in Albania (organisational taxes, personnel related payments and legal requirements),
- Thorough knowledge on the new fiscal invoice system (selfcare),
- Experience in working in a diverse team and independently,
- Working under the supervision of the team leader,
- Very good social and communication competencies,
- Experience (min 3 years) with online banking and payment in a business setting,
- Knowledge of the National Accounting Standards for NGO-s and ability to prepare financial statements,
- Readiness to work overtime when needed (with equivalent time compensation).

Additional advantage / preferably:

- Experience in working in a civil society organisation and experience in working with partner organisations and/or in consortiums of organisations,
- Readiness to translate between Albanian and English (e.g. in meetings, texts) for internal purposes,
- Driving license and readiness to drive in the context of the project (with compensation).

WHAT WE OFFER

- A challenging and exciting opportunity to substantially support the mediation system in Albania,
- Family-friendly and flexible work conditions,



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- Offices based near Tirana District Court,
- Support from and learning opportunities with experienced and motivated national and international colleagues,
- Administrative and management support from the CSSP office Berlin,
- Attractive salary package including CSSP's private top-up health care,
- Space for professional development and active contribution within the programme and the organisations.

HOW TO APPLY

To apply, please send your application in English and PDF format, including: a) a cover letter, b) CV and c) two references by email to: albania@cssp-mediation.org by **25.07.2024**. Please specify in the title of your email the following "Application Finance Manager 100%".

Applications will be considered on a rolling basis. Shortlisted candidates will first go through a technical test, followed by interviews.

Many thanks for your interest and time invested in your application.