



CSSP - Berlin Center for Integrative Mediation

Call for Application:

FINANCE OFFICER, ALBANIA (50%)

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” (EmPoMe), 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 Officer to support the team in Albania, and more particularly our partner the National Chamber of Mediators (NCM) with the financial and administrative tasks related to the implementation of the EmPoMe project financed by ADA. These tasks include bookkeeping, overseeing the budget, managing all payments and transfers, cash flow, coordinating instalments and disbursement from CSSP, preparing tax returns, reporting on finance (narrative and financial reports) and administration and logistics.

The Finance Officer will be under the general supervision of the CSSP’s Country Representative/Programme Manager, and under the technical supervision of CSSP’s Head of Finance based in Berlin (controlling and management of bookkeeping, financial reporting). The Finance Officer will work in close collaboration with CSSP’s Financial Manager in Albania, and will be in day-to-day contact with the NCM Chairwoman/ Project Coordinator in order to proceed



with operational tasks (finance administration in general, online banking, legal and fiscal matters, collection of invoices and development of reports, support to activities, etc.).

The position is part-time (50%) with 20 working hours per week starting as soon as possible, tentatively from 19 August 2024. The exact starting date will depend on the candidate's availability, and will be at the latest in September. The contract will last until 31.01.2024. Other opportunities might be proposed to ensure a continuation of the employment with CSSP or the National Chamber of Mediators after this date, depending on their programmes in Albania. The position will be based in NCM's office in Tirana (rruga Brigada VIII) and CSSP's office in Tirana (Rruga Astrit Sulejman Balluku). The salary reflects a Finance Officer position within an international non-governmental organisation in Albania.

PROFILE

Main duties and responsibilities related to EmPoMe project implementation:

- Administration of finances and bookkeeping for all EmPoMe expenditures related to the work of the National Chamber of Mediators in Albania using CSSP's Excel-based systems,
- Control of cash flow and support to the NCM Project Coordinator in financial planning for EmPoMe,
- Control of adherence to donors and CSSP policies and regulations and ability to control all NCM expenditure based on these,
- Preparation of financial reporting and re-allocation requests for the EmPoMe project donor,
- Preparation and filing of tax declarations and reports to the Albanian authorities related to NCM's activities with EmPoMe project,
- Support of CSSP's Finance Manager and Head of Finance for end of year budgeting, tax and other reporting,
- Support of EmPoMe project activities lead by NCM, 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 a team leader,
- Very good social and communication competencies and ability to work under pressure,
- 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,

WHAT WE OFFER

- A challenging and exciting opportunity to substantially support the mediation system in Albania,
- Family-friendly and flexible work conditions,
- 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,
- Possibility of new opportunities depending on continuation of programme.
- 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 Officer 50%".

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.