



## **PROFILE**

Main duties and responsibilities:

- Administration of finances and bookkeeping for all project-related expenditure in Albania using CSSP's Excel-based systems,
- Control of cash flow and support to the Programme Manager in financial planning,
- Control of adherence to donor (Austrian Development Agency) and CSSP policies and regulations and ability to control all expenditure based on these,
- Preparation of financial reporting and re-allocation requests for the donor,
- Preparation and filing of tax declarations and reports to the Albanian authorities,
- Support of CSSPs 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 report requirements for CSSP branch 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,
- Ability 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),
- Availability within short time-frame (1-4 weeks).

## **WHAT WE OFFER**

- A challenging and exciting opportunity to substantially support the mediation system in Albania and the implementation of the new law on mediation,
- Good working conditions based near Tirana District Court,
- Support from and learning opportunities with experienced and motivated national and international colleagues from CSSP, NCM and AFRCR, also from mediation experts from the region and Berlin,
- Administrative and management support from the CSSP office Berlin,
- Space for professional development and active contribution within the programme and the organisations,
- Family-friendly and flexible work conditions, attractive salary package including CSSP's private top-up health care,
- 12 months contract with the possibility of extension for two other years.

### **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, to: Christoph Lüttmann email: [cluettmann@cssp-mediation.org](mailto:cluettmann@cssp-mediation.org) by **03.01.2022**.

Applications will be considered on a rolling basis. After a first round of interviews, shortlisted candidates will be invited for a second interview.

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