**Terms of reference for the position of Finance and Administrative Officer**

**Background**

Community Building Mitrovica (CBM) is a local non-governmental organization (NGO) operating in the field of peace and community building in the wider region of Mitrovica, northern municipalities of Kosovo. The overall aim of CBM is to facilitate contact and dialogue between citizens in the whole of Mitrovica municipality. CBMs staff consists of devoted citizens – both Serbs and Albanians – who grew up in this region and want to restore the previous confidence and even friendship that war and politics have destroyed.

By supporting many concrete projects which address the direct needs of the local communities, CBM contributes in a modest way to this aim. The work of the past years has gained the organization a strong reputation on both sides of the Ibar. Fields in which CBM works are: media, culture, youth, women, minorities, dialogue, and return of refugees and IDPs (Internally Displaced Persons).

CBMs projects are open to members of all communities living in Mitrovica, and wider. CBM often cooperates with other NGOs, helps out with local initiatives and works with local governmental institutions and international organizations in order to initiate, to develop and to implement activities, for the benefit of the communities, in Mitrovica, and wider.

CBM is seeking qualified individual to fill out the position of Finance and Administrative Officer for the organization.

**Finance and Administrative Officer**

Finance and Administrative Officer is responsible for the integrity, control and compliance with all aspects of financial management, including all accounting activities of the projects (and organization). In addition, the holder of this position will be working in close coordination with the various project teams and Management of the organization. Last but not least, the Finance and Administrative Officer will also provide technical support to the team in conducting financial analysis and helping strengthen the organization in the areas of financial record-keeping and management.

**Scope of work**

* Manage the accounting, finance, and administration components of various programs, including petty cash funds and office finance, accounting, and administrative activities.
* Follow program financial management systems, procedures and controls to ensure consistency with CBM’s standard operating procedures and policies.
* Coordinate monthly requests for funds to ensure the projects has all necessary funds for operations, and coordinate and oversee programs tendering and procurement activities in country.
* Prepare monthly, quarterly and yearly financial reports, as well as other reports if required either by the donor or the organization’s Management.
* Advise project staff on financial health through the provision of regular and timely financial expenditure reports.
* Review and approve all vouchers prepared (disbursement, receipt, and general journal vouchers) for expenditures and ensure that expenses are reasonable, allowable, and allocable to the project.
* Maintain financial controls and procedures for the management of funds and sub awards/contracts.
* Ensure project partners report on time and work in compliance to the agreed and approved financial procedures.
* Provide technical advice, mentoring and/or training to staff of CBM (and project partners when necessary and required) on matters related to accounting and finance management.
* Produce budget projections, analysis, and reports for review and action by the Project Managers, CBM and for submission to donors.
* Manage financial files and support annual audits (both for the organization and the specific projects).
* Coordinate financial and contractual requirements for grants to local organizations and technical services provided to the project.
* Oversee payroll procedures and HR policies for national staff, ensure adherence to local labor laws, and manage all tax reporting.
* Prepare regular reports for the Tax Administration of Kosovo, Ministry for Public Administration.
* Other duties as assigned.

**Key qualifications**

* A Bachelor’s degree in Accounting, business administration, finance, or related field from reputable organizations/institutions.
* Experience in operating with **QuickBooks** financial software.
* Experience in working in EU and/or US AID funded project is an asset.
* At least 3 years working experience in a similar position and preferably from a financial institution/background.
* Experience with donor funded projects and preparation of financial reports and budget variance analysis and through understanding of operational risk of financial situation.
* High integrity, strong result orientation, good communication skills.
* Fluency in English and local language(s) required.
* Work experience with MS Office applications is a must.
* Ability and willingness to work in an inter-ethnic environment.

All applicants specifying the title of the post together with cover letter and an updated CV should send the required documents to info@cbmitrovica.org by July, 2nd 2021, close of business. Kindly note only shortlisted candidates will be contacted for interview.