



## Job Vacancy

Job Title	Admin and Finance Officer
Location	Mitrovica
Organization	<a href="#">COD Kosovo</a> , Čika Ljubina, Mitrovica
Email	<a href="mailto:hr@codkosovo.org">hr@codkosovo.org</a>
Closing Date of application	15-04-2018
Duration	12 months, renewable
Number of Posts	1
<b>Position is open for internal and external candidates</b>	

[COD Kosovo](#) is currently seeking Admin and Finance Officer to join our team in Mitrovica.

[COD Kosovo](#) is a local, non-for-profit organization that implements its programs in Kosovo, with focus on minority areas. [COD Kosovo](#) is working on the issues related to promotion of the rights of persons with disabilities and other vulnerable groups since 2012. [COD Kosovo](#) works with people with disabilities, disabled people organizations (DPOs), people living or affected by HIV (PLHIV), local and international NGOs, service providers for persons with disabilities, local and national authorities. For more information please refer to our webpage [www.codkosovo.org](http://www.codkosovo.org)

### Task and responsibilities:

We are seeking dynamic employees with experience in administration, finances and HR management. Admin and Finance Officer works with the team under direct supervision of the Director from the office in Mitrovica to support the [COD Kosovo](#) programs in the field of disability, social services, advocacy and human rights. Under the direct supervision of the Director, and in close co-ordination with other [COD Kosovo](#) employees, the Admin and Finance Officer will be responsible for all phases of assigned project development and implementation. It is expected that Admin and Finance Officer can respond to fast-paced and unpredictable demands. More specifically, he/she will perform the following duties:

- Manage the day-to-day human resource, financial and administrative (including staff safety and security) functions of the office;
- Ensure compliance with financial internal controls, and ensure that transactions are processed and assets managed in accordance with donors Financial Rules and Regulations and in line with the national legislation;
- Prepare monthly/annual accounts closure, including bank reconciliations and submission of timely and accurate reports to Director and Treasurer;
- Develop and monitor organization and project budgets;
- Oversee recruitment and appointments of new employees, and administer employee's entitlements and claims;
- Provide training and advice on human resource, financial and administrative issues;
- Support the office on audit, financial risk management and fraud prevention issues;

- Executes tasks mainly independently with minimal level of supervision;
- Supervises and coaches junior staff and new staff members for finances, administration and HR issues;
- Contributes in the design and implementation and follow-up of a finances in close collaboration with the **COD Kosovo** management;
- Makes regular written reporting on the activities including contribution to the donor reports;
- Performs various data collection and processing independently;
- Other duties as per need of the organization.

#### Minimum required knowledge & experience:

- Education: University Degree (preferably Advanced/Masters level) in Accounting, Finance, Public or Business Administration, or related field OR university degree in another field combined with a professional qualification in accounting or finance
- Minimum 2 years of experience in a same or similar field of activity
- Fluent in written and spoken Serbian and English. Knowledge of Albanian and other languages will be an asset;
- Very good knowledge of computers and work in MS Office programs, and accounting software.
- Good knowledge of Financial Rules and Regulations of EU, USAID and other donors;
- Ability to work independently but also as part of a team;
- Demonstrated disability and gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities;
- Ability to establish and maintain effective working relations with people of different cultural and religious backgrounds, different gender, sexual orientations, and diverse political views, while remaining impartial and objective.

#### How to Apply

If you wish to apply for this position, please send as your CV/Resume and one-page Cover letter along with contacts of 3 reference persons by email to [hr@codkosovo.org](mailto:hr@codkosovo.org)

No phone inquiries and no other clarification will be provided on the post.

**COD Kosovo** retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

**COD Kosovo** is an *Equal Opportunity Employer* and encourages applications from qualified individuals regardless of religion, national origin, race, age, sexual orientation or disability.

**Only shortlisted candidates will be contacted.**