

## Terms of Reference (ToRs)

### Grants Finance Officer

<b>Location:</b>	<b>Tirana / ALBANIA</b>
<b>Organization:</b>	<b>NALAS</b>
<b>Full/Part time:</b>	<b>100% (25 months)</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Duration:</b>	<b>25 months</b>
<b>Deadline for Application (extended)</b>	<b>29/10/2021, 16:30 CET</b>

#### The Position:

NALAS intends to hire a Grants Finance Officer to support the NALAS team in finance management, including but not limited to grant management, in particular for the implementation of “EU for Municipalities Project” in Albania (EU4M).

NALAS is a network of associations of local authorities of South East Europe. The Network brings together 14 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. The NALAS Secretariat, based in Skopje, is responsible for the overall coordination and the implementation of the activities.

NALAS was created in 2001 following the first Forum of Cities and Regions of South-East Europe (Skopje, November 2000), organised by the Congress of Local and Regional Authorities of the Council of Europe. The Network was established under the auspices of the Stability Pact for South Eastern Europe (Working Table 1) and the Council of Europe. During the first years, NALAS functioned as an informal organisation with regular meetings, seminars and training programmes. In July 2005 NALAS became an officially registered association with its seat in Strasbourg. The NALAS Secretariat was established in March 2007.

EU4M is a Project that will support the development potential of Albanian municipalities via supporting the upgrade of municipal infrastructure enabling quality public services. The project will provide grants to Albanian municipalities.

EU4M is implemented through the consortium composed of: NALAS- Lead Partner, CO-PLAN- Project Partner, ECOPartners for Sustainable Development- Project Partner, Association of Albanian Municipalities- Affiliated Partner, and the Association of Local Autonomy of Albania- Affiliated Partner

NALAS is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, accountable and exceptional in how they manage the tasks entrusted to them and who commit to deliver excellence in programme results.

The Grant Finance Officer position is mostly located in the Project Office based in Tirana, under the guidance and supervision of the Team Leader.

#### Supervision:

The **Grant Finance officer** will report directly to the Team Leader.

### **Tasks and responsibilities:**

S/he takes a client-oriented results-focused approach to interpreting the finance management rules including Grant rules, procedures and guidelines, providing support and guidance to the Grant management.

1. Reviews contract terms and conditions to ensure reporting periods and requirements are communicated at the on-set of the programme.
2. Builds appropriate and complete recordkeeping controls to maintain the grants' official records of a funded projects. Accurately sets up the grant budget, including cost sharing, and all documentation and responsibilities required by the donor to the associated grant officers.
3. Sets up a system for supervision of grant management processes including related invoices, supervises the grant billing process and generates budget reports per the contractual requirements of the donor.
4. Monitors and verifies expenditure transfers, budget transfers, and other budget transactions on the grant. Reviews and confirms the eligibility of these budget transactions and evaluates the effect each has on effort reporting and cost sharing commitments.
5. Provides financial data and budgetary reports to support proper financial oversight of the contract terms and grant expenditures.
6. Analyses grant budget activity and develops responses to sponsor/auditor inquiries based on a thorough review of the accounting transactions, contract terms and conditions.
7. Collects accounting records and substantive documents in support of these responses.

### **Qualifications and Experience**

#### **Education:**

University degree in finance, business administration, law or public administration is desirable.

#### **Knowledge and Experience:**

- At least 5 years of relevant experience in finance management and administration. Experience with EU funded projects is desirable.
- Ability to interpret and implement grant financial rules, regulations and procedures and explain them clearly and concisely; Experience in EU grant procedures desirable;
- Ability to interpret administrative and personnel rules, regulations and procedures and explain them clearly and concisely.
- Proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Understanding of Taxes, bank reconciliation, and bookkeeping.
- Knowledge of financial accounting system/software would be preferable.
- Good knowledge's in Microsoft Office programs (Excel, Word, Powerpoint)
- Good writing and communication skills.

**Languages:**

Fluency in English and Albanian is required.

**Compensation and Benefits**

This position offers an attractive remuneration package including a competitive net salary.

**Application procedure**

Applicants shall submit a cover letter and a CV in English language. Any additional relevant documents can be included. Applications should be submitted no longer than **29 October 2021, 16:30 CET** at [info@nalas.eu](mailto:info@nalas.eu).