



JOB VACANCY FINANCE MANAGER

Place of work: Tirana

Health for All is a project of the Swiss Agency for Development and Cooperation implemented by the Swiss Tropical and Public Health Institute, Basel, in collaboration with the HAP Center in Albania. Its overall goal is that the Albanian population benefits from better health due to improved Primary Health Care services.

Purpose of the Position:

The Finance Manager position of HAP project is established at the HAP Center in Tirana, Albania. This is a full-time position created with the objective to manage the accounting system and all finance accounts of the project in conformity with the responsibilities and competences described in the respective Job Description as summarized below.

The Finance Manager will be responsible for implementation of finance policies in areas such as, but not limited to: HAP budget follow up, HAP bank and cash management, forecast of expenditure, accounting recording, documentation and filing of all financial records (hard copy and electronic), financial reporting, and other financial functions in support to HAP implementation. The HAP Finance manager will report to the Project Manager of HAP (Executive Director of the HAP Center) who is in charge of supervising and responsible for his/her performance.

Main Duties and Responsibilities

- Oversee the financial administration of the HAP centre
- Assure transparent financial administration including of administered projects funds
- Substantial contribution in annual budget planning
- Critically monitor and analyse the budget execution
- Establish financial reports on a monthly, quarterly, half year and annual basis
- Jointly with the Swiss TPH accountant, consolidate financial expenditure reports of HAP
- Establish financial audit terms of reference and contracts, review and comment audit reports and ensure their quality (once a year)
- Follow up of external audit recommendations
- Budget forecasting and financial reporting to the Government institutions, according to Albanian laws and Government regulations
- Perform other administrative duties as might be required by the HAP Center executive director

Required skills and qualifications:

- Master university degree Finance or economic related fields.



- At least 10 years of working experience in accountancy and finance management, preferably in international organizations
- Very good knowledge of a financial program (preferably Banana)
- Very good knowledge of finance reporting, procedures, and practices
- Excellent knowledge of the laws of Albania in relation to taxes, accountancy and finance regulations
- Very good knowledge of budget forecasting and financial reporting to the Government institutions
- Good knowledge of procurement procedures
- Previous work experience with an international organisation will be an advantage
- Strong demonstrated use of Excel, Word and PowerPoint
- Very good communication and reporting skills (written, oral) in Albanian and English language
- Demonstrated ability to apply good judgment, being flexible and able to work in a team

Contract Duration

- April 2023 - March 2027

The interested applicants must submit the following documents:

- 1- The updated CV, demonstrating at least 10 years of experience
- 2- Copy of the university diplomas (undergraduate studies and Master studies)
- 3- Three signed references including name, contact email address and phone number of the referees.
- 4- A detailed letter of interest

The above documents must be delivered in English within **8th of February 2023, 4pm**, by e-mail on the following address: info@hap.org.al

Note: Only the short-listed applicants will be contacted within the 20th of February 2023.