

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

FINANCE OFFICER (F/M/D - 50%)

Tirana, Albania

Helvetas Albania is the local branch of Helvetas Swiss Intercooperation, an independent Swiss development organization. It works to promote inclusive and sustainable development in Albania by strengthening local governance, enhancing private sector development, green transition and labor market issues, by fostering collaboration among public institutions, civil society, and the private sector. In the framework of existing projects in Albania and potential new ones as well as country task, Helvetas is looking for an expert in the position of Finance and Admin Officer as a start with a 50% of engagement and with an opportunity to increase to 100% of employment.

This role provides comprehensive support to the projects and Country Office across all financial activities, ensuring timely and accurate reporting processes. It also delivers data-driven insights to Project Managers to facilitate informed decision-making. The position is responsible for overseeing financial procedures, including expense accounting, in strict adherence to internal organizational policies, regulatory requirements, and the applicable legislative framework.

MAIN TASKS

FINANCIAL MANAGEMENT: Oversee the financial management of assigned projects by ensuring the proper and compliant utilization of funds in line with legal and donor requirements, while coordinating with technical teams to achieve project objectives. Maintain high standards of quality through transparent financial and administrative oversight and provide strategic supervision of daily operations, including payments and partner agreements alongside clear guidance and technical support to internal teams and Implementing Partners.

- Plan, organize, coordinate and control the different processes of expenses, contracting and purchase of goods and/or services complying with Helvetas Swiss Intercooperation (HSI) procedures
- Implement the Manuals and regulations provided by the Head Office/Regional Office, proposing, when necessary, their adjustment or modification
- Support country office FM providing the financial plan and the respective cash flow, all in coordination with the Regional Office
- Provide the Country Office and projects with timely and accurate financial statements that reflect the real situation of the projects
- Ensure the adequate administration of the fixed assets in custody of the projects, their acquisition, registration, maintenance, control and final disposal thereof
- Ensure compliance with national regulations related to tax and social security aspects
- Ensure compliance with current legal provisions and HSI procedures by conducting HR administration – creating Working Contracts, Time Sheets and communication with Payroll company

- Prepare different financial reports for different users and conduct the monthly financial monitoring and reporting of the projects
- Control, from the financial point of view, all the Agreements/Contracts signed by the project
- Compare the actual results with the annual operating plans, budgets and the established norms and report and interpret the results of the operations suggesting appropriate corrective measures
- Supervise and control the activities carried out by the partners to have reasonable certainty that the expenses incurred by them are framed in the legal provisions and in the HSI and donor manuals and procedures
- Comply with and enforce all accounting, administrative and fiscal recommendations made by the Country Office, the external audit, etc., to improve the characteristics of the work
- Follow up on Accounts Receivable and Payable so that they are regularized as soon as possible
- Act as the interlocutor responsible in the audit processes that are carried out in the assigned projects and assist Partners to deal with the audit observations and implement the recommendations

ACCOUNTING: Ensure adequate, orderly and efficient accounting and financial management of the projects in the Country according to the related rules and guidelines

- Process, codify and account/book the different financial movements of the projects' assets, liabilities, income and expenses, through the numerical record of the accounting for each operation
- Review appropriate supporting documents for each booking, to keep track of the different items that constitute the accounting movement and that lead to the Balance Sheets and other financial reports

ADVISORY: Provide thematic advice on finance issues to the Country Office staff as well as to the different partners and allies

- Implement procedures and design and implement reporting mechanisms with Partners that will allow projects to have a clear diagnosis of their strengths and weaknesses and the way to correct them through their capacity development
- Participate, support and conduct all necessary financial trainings of operational staff and assist to Project Managers and Country Manager

ASSISTANCE: Assist in consolidated HSI processes.

- Register the invoices received from the suppliers of the projects to make the respective VAT declarations – reimbursement or exemption.
- Assist in the timely payment of taxes, withholding tax and payment of various social contributions
- Collaborate with the Country Office with the preparation and presentation of information for the different institutions, such as the Ministry of Labor, Tax Administration Office etc.
- Collaboration with the Country Office and projects on preparation and presentation of Budgets, Financial Reports, etc. for the Parent Companies and Donors
- Actively support the budget process of the projects within Country Office - Corporate Budget, Contract amendment (revised budget), RAP, Banana export

- Monitor presence of internal control systems and time registration
- Actively contribute to the harmonization of administrative and financial procedures by supporting the update of Finance Manual, NPR and other manuals - based on changes in local law and HO and/or donor requirements and follow up them
- Actively support the Procurement process – conducting Risk analysis of potential partners, member of Evaluation committee, commenting/approving of the draft Contracts
- Support Office Manager in her/his duties upon agreement with direct line manager/Country Manager and the Regional Finance Manager may assign other tasks not covered in the above list for limited periods of time

YOUR QUALIFICATIONS

Education, studies and further training

Mandatory: Degree in economics, business management and administration or related

Professional experience, experience of life

Mandatory:

- Over five years of proven expertise in accounting, financial management and reporting, with a strong focus on verifying payments and expense claims
- Comprehensive understanding of relevant national laws and regulatory frameworks
- Skilled in drafting and overseeing agreements, contracts, budgets, and financial reports
- Practical experience in guiding and monitoring financial compliance of Implementing Partners
- Direct involvement in procurement procedures and foundational contract administration
- Demonstrates a self-sufficient and methodical approach to work

Optional:

- Proven track record in coordinating logistics, event planning, and travel arrangements across multi-country teams
- Strong background in business process optimization, operations management, or closely related disciplines
- Hands-on involvement in implementing and supporting organizational change initiatives
- Solid experience within the NGO sector, with a deep understanding of its operational and strategic dynamics

Organizational and methodological competencies

Mandatory:

- Exceptional analytical thinking and adeptness at solving complex problems
- Highly effective communicator, skilled in reporting, writing, and delivering impactful presentations
- Proven ability to work autonomously while successfully managing multiple priorities

- Strong consulting and advisory capabilities, with a focus on delivering customized and practical solutions
- Methodical and organized approach to tasks and project execution

Leadership competencies

Mandatory:

- Proven capability to lead across hierarchical and functional boundaries, fostering change, driving decision-making, dismantling silos, and cultivating cross-organizational collaboration
- Skilled in making sound, strategic decisions within complex, fast-evolving, and ambiguous environments
- Strong leadership abilities in motivating teams, providing training and guidance, and effectively delegating responsibilities
- Willing and able to undertake national and international duty travel as required

Optional:

- Ability to improve, innovate and solve problems, demonstration of good administrative skills

Social and personal competencies

Mandatory:

- Exceptional problem-solving skills with a proactive and solutions-focused mindset
- Demonstrated ability to collaborate effectively with cross-functional teams and external stakeholders
- Energetic, innovation-driven personality with a strong commitment to continuous learning
- Highly organized and structured thinkers, with strong planning capabilities and priority-setting skills
- Strong commitment to quality and a client-focused service orientation
- Resilient under pressure, with the ability to navigate complexity and ambiguity
- Flexible and adaptive, with a talent for crafting practical solutions in dynamic environments

Language/s Mandatory: Albanian, English

IT skills Mandatory: Proficiency in Microsoft Office Products (Word, Excel, Outlook)

Preferred: Working knowledge in Banana accounting software

Optional: Knowledge of Abacus software

WE OFFER YOU

A contract of one year with possibility of extension and increased work engagement, and attractive working conditions in a dynamic team.

We look forward to receiving your complete application including CV, motivation letter, work certificates and diplomas by **November 9th, 2025**. Please send your application via albania@helvetas.org

For additional information, please contact albania@helvetas.org or visit our website www.helvetas.org.