

Project: “Promoting eHealth in cbc Area by Stimulating local Economies”, financed in the frame of Interreg IPA II Cross-Border Cooperation Programme “Italy-Albania-Montenegro 2014 - 2020“

Job title	Financial Officer
Reports to	- <i>Project Manager</i> - <i>Deputy director UHMC “Mother Teresa”</i>

Job purpose

The Financial Officer is responsible for offering financial services and maintains accounting system of the project in compliance with the legislative requirements in order to support the UHMC ‘Mother Teresa’ in the implementation of the project. The Finance Officer reports to the Project Manager and deputy director of the UHMC. He/She is responsible for preparing financial statements, maintaining cash controls, preparing payrolls for staff dedicated to the Project, social insurance, taxes. He/She also is in charge for purchasing and managing office operations.

Duties and responsibilities

1. Perform and coordinate all financial and accounting issues related to the project;
2. Preparing annual budgets and quarterly expenses forecast;
3. Ensuring local statutory and tax requirements are met;
4. Implementing and maintaining controls necessary to ensure accuracy and integrity of the generated financial information;
5. Prepare and reconcile bank statements;
6. Process and check supplier invoices;
7. Ensure data is entered into the accounting database/register and ensure that all financial records for the project are up to date;
8. Verify timesheets and working hours of the staff dealing with the project;
9. Calculate employee salaries, deductions and contributions;
10. Ensure transactions are properly recorded and entered into the accounting system
11. Assisting the Directory of Integration, Coordination, Agreement and Assistance in terms of financial analysis reporting;

12. Prepare Financial report and Detailed list of Expenditure according to the Contracting Authority requirements;

Qualifications

EDUCATION, QUALIFICATION

- University Degree (University Degree or Diploma) in Economics and/or in any related field

GENERAL PROFESSIONAL EXPERIENCE

- Minimum 5 years of professional experience in finance related fields
- Previous experience on budgeting and reporting within a European or other bilateral projects

ADDITIONAL QUALIFICATIONS TO BE CONSIDERED AS ASSETS

- Good knowledge of an additional EU language
- Excellent drafting, presentation and communication skills.
- Computer literacy (word processing, excel, preparation of presentations, use of data bases and monitoring procedures and systems).
- Organizational skills and effectiveness.
- Ability to work under pressure.
- Creativity and problem solving skills.