

Job Title	Finance Manager (Locally-Appointed)
Mission	PLAY International Kosovo
Location of post	Pristina
Reports to	Head of Mission
Duration	2 year fixed-term

Purpose of the job:

To ensure overall financial management, accountancy and administrative health of PLAY International Kosovo. The Financial Manager will be responsible for implementing sound financial and administrative systems, actively managing donor financial requirements, managing and developing a small finance and administration team, and providing support to the financial elements of PLAY International's growing project portfolio. The Finance Manager also plays a key role in the organisation as a member of the Senior Management Team.

Context of the position:

PLAY International is an apolitical and non-religious French non-governmental organisation (NGO) which has been active in Kosovo since 1999, using sport to build bridges between communities on a national and international level. Since registration as a Kosovo NGO in 2002, the mission has been implementing various projects focused on social cohesion, education and professional development projects which promote inter-ethnic dialogue and peacebuilding. With a growing portfolio of projects in 2019 and beyond, the Finance Manager is a key central role to ensure that PLAY's accounting systems and financial processes and procedures rise to the challenge of a larger scale of work both in Kosovo and in the surrounding Western Balkans region.

Main Duties and Responsibilities:

Financial Management and Accountancy (40%):

- Pro-actively working to ensure the overall health of the financial controls and systems in the Mission and, where appropriate, proposing improvements and solutions to increase transparency, efficiency and effectiveness;
- Drafting, implementing and managing the annual Mission budget;
- Managing and implementing the Mission's monthly financial controls (bank reconciliations, cash box closure, cashflow forecasting etc);
- Perform all monthly accountancy tasks in the Mission's financial management software;
- Make all necessary payments (staff and contractor salaries, supplier bills, government taxes and contributions) either through the Mission's online bank platform or in cash;
- Managing the financial aspects of the Mission's donor funded projects (see Donor and Grant Management Section below);
- Perform all annual financial reporting requirements (internal and external) within the required timeframes.

Resource and Premises Management (20%)

- Ensure that the mission has a strong and efficient platform / office environment from which to carry out its work. This includes, but is not limited to:
 - Timely payment of rent, utilities, car registration, tax and insurance, staff medical insurance etc.;
 - Proactively managing the upkeep and maintenance of the premises;
 - Providing leadership in information knowledge management (well-managed filing systems, storage etc.);
 - Ensuring Health and Safety considerations and Emergency procedures are up to date and meet the Mission's duty of care to its staff, partners and beneficiaries who use its office;
- Responsibility for the Mission's IT, furniture and equipment inventories.

Donor and Grant Management (20%)

- Provide financial leadership and oversight in the management of PLAY's donor funds;

- Ensure the maintenance and regular updating of grant management tools (donor reporting deadlines, requesting instalments etc) as agreed with the Head of Mission;
- Maintain active and positive relationships with donors regarding financial aspects of grants;
- Learn and understand the financial requirements (eg. required procurement documentation; eligible and ineligible costs etc) of each donor and ensure that this knowledge is shared with and respected by relevant colleagues (project managers, finance team);
- Lead financial reporting to donors including the preparation of all required procurement documentation and budget detail submissions.

Project Finance (10%)

- Support the Head of Mission and Project Managers in drafting and preparing project activity budgets;
- Monitor the implementation of donor funding and support project teams to ensure expenditure follows implementation schedules;
- Provide capacity building support to project teams to improve project finance skills and efficiencies within the Mission.

Human Resource Management (5%)

- Manage, guide and support the finance and resources team to high performance;
- Line Manage the Finance and Administrative Assistant and the Logistician (including mid-year and annual performance assessments);
- Supervise the process of registration of expatriates (police, immigration and governmental registration as appropriate);
- Responsibility for maintaining up-to-date contracts for locally-appointed staff and contractors.

Senior Management Team (SMT) (5%)

- Play an active and dynamic role in the SMT to contribute to the overall success of the Mission;
- Attend and contribute to SMT weekly coordination and any other meetings as required.

**The main duties mentioned above are not an exhaustive list and the Finance Manager is expected, alongside the whole team, to contribute in any way necessary to ensure the success of the Mission.*

Key Relationships:

Internal (Mission): Head of Mission; Project Managers; Pedagogical Manager; Finance and Administrative Assistant; Driver and Logistician.

Internal (Headquarters): Finance Director; Administrative and Finance Coordinator.

External: Donors; Suppliers and Contractors; Consortium Project Partners; Bank

Other important features or requirements of the job

A willingness to develop and grow skills and experience through training, collaboration with colleagues, and taking the initiative where appropriate.

Ensure safeguarding and guidelines are applied and upheld in line with organisational standards and policy for the following areas:

- Child protection
- Equal Opportunity and Diversity
- Health and Safety
- Information Knowledge Management

Operational project work requires occasional work outside normal hours, for example in the evenings or at weekends. Time off in lieu (TOIL) should be agreed with the line manager in advance to maintain an adequate work-life balance. Postholders may be required to travel abroad on PLAY International business and should therefore hold valid travel documents.

Skills and Experience Required

Essential

- Minimum of University Diploma in Finance or Accountancy;
- Minimum of 2-years' experience in financial management, preferably in the non-governmental sector;
- Knowledge of accountancy software (knowledge of SAGA a plus) and advanced MS Excel user;
- Experience working with donor funding;
- Willing to work with, and for the benefit of, different communities in the Western Balkans;
- Languages:
 - English: Upper-Intermediate written and spoken (B2/C1)
 - Albanian: Advanced, written and spoken (C1)
- Efficient, rigorous, honest, reliable;
- Excellent communication skills;
- Ability to work in a team and independently;
- Willing to promote sports for social cohesion in the Western Balkans (girls and women, people with disabilities, all communities).

Desirable

- Experience working in an international non-governmental organisation;
- Languages:
 - Serbian
 - French
- Experience in written translation and oral interpretation;
- Capacity building and training.

Please specify any passport and/or nationality requirement	Right to work in Kosovo. Right to travel in the Western Balkans.
Please indicate if Police checks are required	Yes