

CALL FOR A FINANCE OFFICER

FOR THE

“EMPOWERING ALBANIAN RESILIENCE CO-IMPLEMENTING A MULTI-HAZARD EARLY WARNING SYSTEM NATIONWIDE (EAR -MHEWS)” project

Information about the project

The project “**Empowering Albanian Resilience co-implementing a Multi-Hazard Early Warning System Nationwide (EAR -MHEWS)**” is implemented by NCPA, and their national partners will put in place a fit-for purpose MHEWS that addresses, for the first time, multiple climate hazards in a structured, coordinated and ‘joined up’ manner. The geographical scope of the MHEWS will be national, although, of course, individual hazard-related needs will be geographically differentiated: for instance, flooding is particularly prominent in flood-prone areas of the coastal belt. This project is an integral part of the Green Climate Fund (GCF) co-financed programme [“Climate Services for a Resilient Albania” – ALBAdapt](#), implemented by GIZ.

Finance officer

The Finance Officer of the PIU will work under the overall technical supervision of the NCPA and the guidance of the person responsible for the ALBAdapt programme of GIZ.

The Finance Officer of the PIU will be responsible for the administrative and financial activity of the PIU and the activities foreseen under the Grant Agreement in accordance with the standard financial requirements of the NCPA and GIZ.

Job Description:

- Manage the financial aspects of the project, including budgeting, accounting and reporting.
- Coordinate with the project manager and project officer to organize activities.
- Record daily financial transactions and complete the archiving process in hard copy and electronic format.
- Prepare and monitor project budgets, expenditures, forecasts, financial reports and online funds.
- Organize daily expenses, handle payroll, invoices, contract payments.
- Monitor and control project expenses to ensure they are in line with the approved budget.
- Manage administrative tasks such as archiving documents, procurement documentation and project correspondence.
- Coordinate with financial institutions, government bodies and auditors on project financial matters.
- Calculate and plan cash flow to ensure and make timely payments.

- Processing accounts payable and handling payroll in a timely manner.
- Ensuring compliance with financial regulations and internal policies and procedures and those of the donor.
- Support internal financial audits and controls as required by the Albanian State Audit.
- Preparation of financial reporting.
- Classification, recording and summarization of numerical and financial data to compile and maintain financial records, using journals and books or computers according to established procedures.
- Compilation of statistical, financial and accounting reports and tables related to issues such as income, expenses, and accounts payable.
- Data for financial reporting for project management by NCPA, etc.

Key Skills:

- Strong knowledge of budget preparation and financial planning.
- Ability to compile, analyze, and present budget forecasts, expenditure reports, and financial data.
- Experience preparing financial documentation for audits and management reviews.
- Familiarity with internal and external audit processes and compliance reporting.
- Skilled in coordinating with the management unit and technical staff.
- Proficient in MS Excel and other Microsoft Office tools
- Excellent written and verbal communication skills in Albanian and English.

Required qualifications, competences and experience:

- Bachelor's degree in Finance, Accounting, Economics, Business Administration, or a in a related field.
- Proven experience in budget planning, financial monitoring and reporting.
- At least 5 years of experience in financial management, accounting, or administration, preferably in public institutions, international organizations, or donor-funded projects.
- Familiarity with national and international bidding procedures, legal frameworks, and audit requirements.
- High level of integrity, confidentiality, and accountability.
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Ability to work independently and collaboratively within a team.
- Ability to travel in the project area.

Contract conditions:

- Full-time employment
- Project office in Tirana
- Assignment period: until 30.06.2027, with the possibility to extend it

The due date for **submitting the application** is **25.07.2025**. The documents for submission include Application letter, CV in English (Europass format), and references. The application should be submitted by mail in a sealed envelope, marked **“Application for Finance Officer_EAR-MHEWS”** addressed to: **Ministria e Mbrojtjes, "Rruga e Dibrës", Garnizoni "Skënderbej", Godina nr.36 Tiranë,**

Only short-listed candidates will be contacted for interviews. Short-listed candidates will be asked to bring certified copies of their diplomas and work certificates.

Evaluation Criteria

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Name	Surname	Profession/ Actual job position	Institution	Academic Experience (0 – 20)	Experience in Financial Planning (0-30)	Experience in Audit Requirement s (0-30)	Experience in working with government institutions (0-20)	Total (100)