

The “**Regional Challenge Fund**” (“**RCF**”) is an initiative undertaken by German KfW Development Bank (KfW) in the Western Balkan in supporting the Vocational Education and Training (VET) in the Western Balkan Six Economies (WB6): Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia. It aims to strengthen the labour market relevance of vocational education and training by funding investments in equipment and infrastructure for training providers that engage in co-operative training activities with partnering enterprises.

The Fund Management Unit (“FMU”) is responsible for the implementation of the project. The FMU office is located in Podgorica, Montenegro and we are currently looking for a

### **Finance and Admin Specialist (f/m/d)**

#### **General job description**

As member of the Fund Management Unit, the Finance and Admin Specialist is responsible for the continuous due implementation of the Finance and Administration function by ensuring the implementation of relevant standards in terms of processes, regulations and tools. This position is full time and based in Podgorica, Montenegro. Working in a dynamic team for a rapidly expanding project in the Western Balkans, the new team member will have a great opportunity to gradually take more responsibility and collaborate with colleagues across the region. This position will suit someone who is proactive, self-driven and has good social skills, with a strong technical mindset.

#### **Responsibilities**

- Prepare and maintain administrative documents including contracts, agreements and other documents
- Support in preparation of documentation required by the procurement procedures
- Ensures that all contracts relating to the FMU activities are completed and followed up
- Maintains the inventory of FMU assets and project correspondence and files
- Support with logistics and other arrangements for events and project activities
- Maintain office filing system for both finance and administration
- Assist in bookkeeping processes by taking care of invoices, payment vouchers, documents related to accounting and administration in filing them properly and timely
- Assist in preparation of budget plan and status reports of funds and expenditure
- Provide support to and work closely with the Finance and Admin Manager for all related aspects.

#### **Skills and experience**

- University degree in one the following fields of expertise: Finance, Accounting or other related university studies
- At least five (5) years of relevant and proven experience in contract management and finance preferably with donor funded projects
- Experience with accounting software packages (QuickBooks preferable)
- Strong attention to detail and accuracy
- Strong negotiation and communication skills
- Excellent team player, proactive attitude, highly motivated, reliable and precise
- Ability to work under pressure, able to manage priorities in a changing environment
- Proficient command of English
- Excellent knowledge of MS Office; highly proficient in MS Excel.

Interested candidates should apply with their recent Curriculum Vitae in electronic format by email to the following address [hr@ipcgbh.com](mailto:hr@ipcgbh.com) with the subject “Finance and Admin Specialist RCF” by 7 October 2024.