# **JOB ANNOUNCEMENT**

**Job Position:** FINANCE MANAGER

**NATURE OF EMPLOYMENT:** FULL-TIME POSITION

**REPORTING TO:** EXECUTIVE DIRECTOR OF THE BUTRINT MANAGEMENT FOUNDATION

**JOB LOCATION:** BUTRINT, SARANDA, ALBANIA

**description of the job position**

The Finance Manager (FM) supports and advances the mission, vision and beliefs of the Foundation. FM is responsible for managing the financial functions; reporting to the higher-level management on the financial and accounting activities of the Foundation; and supporting the Executive Director and BoD in the decision-making process with regard to finance and accounting area. FM incorporates best practices in decision-making, and handles supervisory for the full spectrum of activities foreseen in the finance area, including accounting, budgeting, reporting etc.

Together with the transition-phase group, the Finance Manager will oversee and undertake the management transfer of the cultural property from the ZAKPKB to the Foundation.

**PRINCIPAL RESPONSIBILITIES**

* Oversee the financial operations and strategies within the organization.
* Develop financial strategies, setting financial goals, and analyzing financial performance to provide insights and recommendations to senior management/Executive Director.
* Manage day to day finance and accounts operations and ensure accurate and timely closing of accounts;
* Prepare and monitor all payment transaction;
* Reconcile together with the SFA the bank book, cash book and the petty cash balance monthly;
* Prepare monthly financial reports, as required by the Executive Director and/or BoD;
* Maintain accurate and up-to-date records of all financial transactions;
* Prepare monthly payroll calculations and income tax returns;
* Responsible for managing and controlling the Chart of Accounts;
* Develop and manage budgets for the organization. This involves monitoring expenses, controlling costs, and ensuring financial resources are allocated effectively and in line with the organization's objectives;
* Prepare and present financial reports, statements, and analysis to internal and external stakeholders;
* Identify and assess financial risks and implement risk management. This involves understanding market trends, economic factors, and regulatory requirements that could impact the organization's financial stability;
* Develop and maintain internal control and effective accounting system and policies;
* Ensure compliance with financial regulations, tax laws, and reporting standards. Have a good understanding of financial regulations and stay updated on changes that may affect the organization;
* Manage cash flow, including monitoring inflows and outflows, optimizing working capital, and implementing cash flow forecasting techniques, is a key responsibility. This involves managing liquidity, credit, and collections effectively.
* Conduct financial analysis, including cost-benefit analysis, financial modeling, and investment evaluations, to support strategic decision-making is vital. The candidate should be able to provide insights and recommendations based on financial data and analysis.

**Secondary responsibilities:**

* **Leadership:** leadership and management skills are important for effectively supervising staff in the future, providing guidance and support, and fostering a collaborative and productive work environment;
* Participate in the implementation of strategic business plans for the organization;
* Communication and Collaboration: Effective communication with stakeholders, both financial and non-financial, is critical. The candidate should be able to explain financial concepts and reports in a clear and concise manner, collaborate with other departments, and work closely with executives and board members;
* Provide instructions to others within the financial discipline.

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| **Required skills:** | |
| **Education** | * A bachelor's degree in finance, accounting, business administration, or a related field. Advanced degrees or professional certifications (e.g., in accounting and / or audit) are advantageous. | |
| **Work experience** | * At least 10 years of relevant work experience. * At least 5 years work experience as manager. | |
| **Qualities** | * Extensive experience in financial management, budgeting, and reporting, preferably in the context of parks, cultural heritage organizations, or nonprofits. * Strong knowledge of financial principles, accounting standards, budgeting techniques, and financial analysis. * Proficiency in financial management software and accounting systems, including experience with financial management tools and reporting software. The candidate should be able to leverage technology to streamline processes and improve efficiency. * Familiarity with grant management and compliance requirements, including financial reporting to funding agencies. * Understanding of financial regulations, tax laws, and compliance frameworks relevant to the park's operations. * Excellent analytical and problem-solving skills, with the ability to interpret financial data, identify trends, and provide meaningful insights and recommendations. * Strong communication and interpersonal skills to effectively collaborate with Butrint Management Foundation management, staff, and external stakeholders. * Attention to detail, accuracy, and a commitment to maintaining financial integrity and transparency. * Ability to work in a fast-paced environment, manage multiple priorities, and meet deadlines. * Demonstrated leadership skills and the ability to lead and motivate a finance team if applicable. | |
| **Languages** | * Strong English communication skills both written and verbal | |

**DOCUMENT FOR SUBMISSION**

* Curriculum Vitae
* Cover letter
* Two reference letters

All documents should be sent in English language.

The official website for the application is <https://bmf.al/en/>

Interested candidates should send their documents via the official platform at https://bmf.al/en/, or to the following address: careers@bmf.al (referring the job title in your message).

All applicants will receive a confirmation that their electronic submission was received.

Only shortlisted candidates will be contacted for an interview.

Candidates may be asked to provide evidence of their professional background as well as their achievements and should be available for interviews.

**Deadline for applications is August 28, 10:00 a.m. CET.**

**THE SELECTION PROCESS**

* Prequalification (desk evaluation);
* First Round of Interviews (preferably in-person interview);
* Notification of the successful candidate.

The compensation package for the position will be competitive with regional market rates for local and/or foreign applicants. The final result will be determined by the profile, experience, and qualifications of the winning candidate.

Should you have any questions, please contact: [info@bmf.al](mailto:info@bmf.al)