



Finance and HR Manager

Start date	June 2024
Contract	One-year, local full-time contract, renewable.
Salary	Paid in local currency, depending on skills and experience and in line with similar position grades in the organization.
Location	Prishtina

Deadline for applications: 31 May 2024

BACKGROUND

Terre des hommes Lausanne in Kosovo (TdHK) is a non-profit organization which has been operating in Kosovo in the field of child rights and child protection, leading the establishment and strengthening of a national child protection system in Kosovo. Terre des hommes' area of expertise ranges from direct psycho-social interventions with vulnerable children and their family and community members, to empowerment of local, regional and national level governmental institutions and key stakeholders through capacity-building and on-the-job training in order to develop and implement proper child-sensitive structures, policies, standards and procedures. Terre des hommes Kosovo has 3 main programs of interventions: 1) Child Protection; 2) Migration and Anti-Trafficking; 3) Juvenile Justice.



ROLE DESCRIPTION

The Finance and HR Manager is in charge for the implementation and management of the Delegation's finances, accounting, and human resources. The Finance and HR Manager should play a role in the leadership and contribute to the overall strategic plans of the organization.

MAIN RESPONSIBILITIES

Finance:

- Co-responsibility in budget conceptions and elaborations, together with the program team;
- Assist MCD South Europe Finance and Administration Coordinator during the preparation of the annual budget in cooperation with program staff of the delegation;
- Responsible for preparation of the Tdhk annual financial statements and act as focal point during the

- auditing process in cooperation with MCD South Europe Finance and Administration Coordinator;
- Reports to and advises the MCD South Europe Finance and Administration Coordinator, Head of Country Office, Program Managers in the budget follow up and reallocation as necessary;
- Responsible for the elaboration of financial reports as requested by donor or HQ and report to the MCD South Europe Finance and Administration Coordinator accordingly;
- Assist MCD South Europe Finance and Administration Coordinator in the treasury forecast request on the monthly bases along with the finance monitoring tool;
- Ensure the daily tasks are carried out by Finance and HR team; delegates to the Finance team the day to day financial and accountancy follow-up;
- Oversees all the accounting records and participates in cashbox counts where necessary; ensures CASH payments and/or CASH advances given are properly documented;
- Ensures that expenditure incurred is authorized and recorded in line with internal projects guidelines, Tdhk procedures and accounting legislation;
- Ensures timely execution of payments such as rent, telephone, electricity, water, consultant's taxes, social and security charges and any other payment due according to contractual obligations;
- Revise the financial components of contracts/agreements with third parties;
- Oversees the maintenance of administrative files concerning employee contractual documents (contracts, internal regulations, leave forms, Child Protection Policy, etc); including proposal for positioning of staff in the remuneration grid;
- Consults on a monthly basis the relevant state institutions for any legislative changes that affect Tdhk work;
- Responsible for proper calculation, accounting recording and reporting in the course of project implementation, of all taxes, social security charges and other obligations due to Kosovo tax and accounting legislation;
- Perform other relevant tasks as Tdhk need may arise.

Human Resources:

Analysis of the socio-economic context and legal framework:

- Track and monitor the changes in the cost of living at national and local levels as well as the labour market by performing benchmarking of the salary packages provided by other humanitarian actors;
- Analyse the national legal context and ensure compliance with existing legal and governmental reporting requirements;
- Ensure all legal HR obligations are fulfilled;
- With the support of a legal advisor/lawyer, review and update internal policies, procedures, and internal staff regulations in accordance with the legal framework;
- Ensure the HR processes are adapted to the social and cultural context in Kosovo;

HR management of national staff:

- Ensure that HR procedures and policies are implemented and respected across the Delegation;
- Ensure that all staff are informed and trained about the existing policies as well as any HR policy changes;
- Ensure the uniformity in the understanding, knowledge, and application of HR policies/procedures at all relevant levels;
- Develop and harmonize the necessary HR tools and supervise their implementation by all field HR teams;
- Oversee recruitment procedures for the Delegation and play a leading role in the strategic planning of the mid-to-long-term staffing needs;
- Ensure that recruitment and hiring procedures are respected: validate the Delegation's recruitment needs, job descriptions, job announcements, selection process and contracts;
- Ensure that any newly recruited employee for the Delegation receives the proper induction briefing;
- Supervise the signature & renewal of all the employment contracts with national staff, according to local law and Tdhk's rules and practices;
- Supervise the hard and electronic archiving of the personnel files while ensuring personnel data confidentiality;
- Ensure the correct and timely completion of timesheets for salary calculations;
- In partnership with the Head of Delegation and Admin & Finance Coordinator, take part in defining salary and social policies for staff and implement the validated policies;
- Evaluate risks linked to changes in compensation and social policies;
- Take part in abuse and risk prevention management, following Tdhk procedures;
- Ensure proper application of the internal control framework including compliance with HR Regulations, instructions, procedures, staff regulations and audit;
- Ensure that disciplinary procedures are respected and confirm eventual sanctions when required;
- Support the Head of Delegation for the administrative monitoring of disputes when dealing with administrative authorities and, if necessary, legal authorities.

YOUR PROFILE

- University degree in Finance, Accounting, business administration or management (master's degree preferable);
- At least 5 years of relevant experience in finance management and HR experience, preferably with an NGO;
- High autonomy and interpersonal skills;
- A commitment to excellence, respect for donor rules & attention to detail;
- Ability to uphold high standards and punctuality under pressure;
- Excellent command of written and spoken English;

TO APPLY:

Qualified applicants are encouraged to submit their CV and Motivation in English to kos.hr@tdh.org

Please include “Finance and HR Manager, your name and surname” in the subject line of the application email.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

Due to an anticipated high number of applications, Tdh is not able to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.


GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

The selected candidate will undergo the screening process as set by the internal regulations of TdhK and have to submit the following documents:

- Three references filled in the TdhK format that will be sent directly from TdhK;
- Certificate of criminal background check from Police;
- Certificate of background check from the Court;
- Certificate of medical report.



Aide à l'enfance.
Kinderhilfe weltweit.
Per l'infanzia nel mondo.
Helping children worldwide.

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