



In accordance with Article 10 and Article 11, paragraph 1, sub-paragraph 1.13. of Law no. 05/L-057 on the Establishment of the Kosovo Credit Guarantee Fund, amended and supplemented with the Law No.08/L-138, the Kosovo Credit Guarantee Fund publishes:

**Announcement
for
one (1) Finance Specialist**

24/01/2024

Reference number: 03/2024

General information

The Kosovo Credit Guarantee Fund (hereinafter referred to as "KCGF") is an independent legal entity established by relevant law to facilitate access to finance for micro, small, and medium enterprises (MSMEs) in Kosovo to create places of work, the increase of local production and of those services which create added value, the improvement of the trade balance and the increase of opportunities for the financing of MSMEs.

Description of work responsibilities

The Finance Specialist will oversee the following tasks:

- Execute all necessary tasks related to planning, disbursements, payments, accounting, financial control, and financial reporting under the supervision of the KCGF's Finance and Administration Manager.
- Ensure that a reliable and effective internal control environment is maintained within KCGF, on matters related to expenditure and in line with the Financial Management Policy within KCGF.
- Contribute to the planning and budgeting process for the overall activities, and compile related financial forecasts and analysis.
- Ensure that the accurate accounting records and systems are maintained up to date.

- Properly file all financial documents for expenditure, such as copies of contracts, invoices, receipts, acceptance and approval documents, other supporting evidence, deliverables, and reports for all expenditures.
- Support month-end and year-end closing processes.
- Review of financial aspects of bidding documents; provide timely input for the preparation of the contract payment terms; ensure conformity with budget.
- Actively contribute to the improvement of data generated from the accounting system.
- Develop in-depth knowledge of organizational products and processes.
- Other duties as required by the manager.

Qualifications

The Finance Specialist will need to meet the following requirements:

- Bachelor's degree in finance, accounting, or business economics. Certificates in the relevant fields are preferred.
- Minimum of three (3) years of professional experience in accounting, finance positions in an audit firm or banking sector, audit firm or international and well-established companies.
- Working experience in accounting and financial reporting under IFRS is required.
- Work experience with contract management is preferred.
- Work experience in computer applications and the use of software programs is required. Working knowledge with Microsoft Navision (NAV) is preferred.
- Proficiency in the English language is required.

Term and duration

The Finance Specialist will be offered a one (1) year contract and will be in the office of the KCGF in Pristina. The contract will be continued based on satisfactory performance evaluation results.

Application

Necessary documents for application:

- CV;
- Diplomas, Certifications, and relevant training.
- Reference contacts from former employers.

All applications will be accepted only through the email:

recruitment@fondikgk.org, and the subject of the email should be written:

"Application form: Name and Surname_ Position"

The competition is open until **07.02.2024** at **16.30**.

Note

- **Only applications with completed documents will be considered.**