



FONDI KOSOVAR PËR GARANCI KREDITORE
KOSOVSKI FOND ZA KREDITNO JEMSTVO
KOSOVO CREDIT GUARANTEE FUND

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

COUNTRY - Kosovo

NAME OF PROJECT- Financial Sector Strengthening Project,

IDA Credit No. 6416-XK

Project ID No.165147

ASSIGNMENT TITLE: Financial Management Specialist

Reference number: 08/CS/IC/2021

Date: 02/08/2021

Background

The Kosovo Credit Guarantee Fund (KCGF) is an independent legal entity established by its law, to help meet the need for increased access to finance for micro, small, and medium enterprises (MSMEs) in Kosovo to create jobs, increase local production and value-added services, improve the trade balance, and enhance financing opportunities for MSMEs.

The Government of Kosovo (GoK) has received a Credit from the International Development Association (IDA) in the amount of Euro 22.3 million (USD 25 million equivalent) to finance the Financial Sector Strengthening Project, expected to be implemented within a three-year period. The Project aims to assist the GoK to improve access to finance for Micro, Small and Medium Size Enterprises by strengthening the financial and technical capacity of the Kosovo Credit Guarantee Fund.

Description of work responsibilities:

The Financial Management Specialist will support KCGF on the financial field and will be in charge of 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;
- Contribute to matters related to Financial Management in the preparation of the Project and KCGF's policies and procedures.
- Ensure that a reliable and effective internal control environment is maintained within KCGF, on matters related to project expenditure and in line with the Project Operational Manual and in line with the Financial Management Policy within KCGF;
- Contribute to planning and budgeting process for the overall activities, and compile related financial forecast and analysis;
- Review, verify and process for approval of all requests for payment of expenditures;
- Verifies that the invoices and the supporting evidence for expenditures comply with the terms of contracts and agreements;
- Ensure timely execution of payments to suppliers, contractors and consultants, or other beneficiaries following contract requirements;
- Prepare asset, liability and capital account entries by compiling and analyzing account information;
- Document financial transactions by entering account information;
- Ensure that the accurate accounting records and systems are maintained up to date;
- Substantiate accounting transactions by auditing documents, verifying accuracy, validity, and completeness of all financial transactions;
- Ensure that financial statements and records comply with laws and regulations, as well as KCGF's internal policies and procedures and project operation manual.
- 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;
- Under the supervision of the Finance and Administration Manager, draft reports and ensure submission of such reports in a timely manner respecting contractual timelines;
- Compile inputs on financial management that will contribute to the Project's progress report;
- Support month-end and year-end close processes;
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports;
- Compile monthly, quarterly, and annual financial and budget reports for in line with KCGF's internal policies and procedures and donor requirements;
- Review of financial aspects of bidding documents; provides timely input for the preparation of the contract payment terms; ensures conformity with project budget;
- Fulfill other duties relevant to Specialist's functional obligations under the mentioned Project and requested by the PIU Coordinator – KCGF's Managing Director, and KCGF's Finance and Administration Manager;

- Maintain efficient and effective internal controls over financial reporting;
- Actively contribute to the improvement of data generation from the accounting system;
- Develop an in-depth knowledge of organizational products and processes;
- Direct internal and external audits to ensure compliance;
- Provide technical support and advice to the Finance and Administration Manager as required;

Qualifications:

The Financial Management Specialist will need to meet the following requirements:

- Bachelor's and Master's degree in finance, accounting or business-economics. Certificates in the relevant fields are preferred;
- Minimum of five (5) years of professional experience in accounting, finance, and financial management positions in audit firm or banking sector;
- Working experience in accounting and financial reporting under IFRS is required;
- Working experience with contract management is preferred;
- Working experience in computer application and use of software programs is required. Working knowledge with the Microsoft Navision (NAV) is preferred;
- Proficiency in English language is required;

Period of Performance

The Financial Management Specialist will work on full time basis. Contract duration is expected to start on Sep 2021 until the end date of project completion on Dec 31st, 2023.

Reporting

The Financial Management Specialist will report to the Project Coordinator/Managing Director and Finance and Administration Manager of KCGF and will submit monthly timesheets to account for the actual days worked during the calendar month.

Selection process

Experienced and qualified individuals will be selected under the provisions of the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers, July 2016, revised Nov 2017 following open competitive selection process.

Interested Individual Consultants may obtain further information at the address below during office hours: 08:0-16:0hrs (Monday to Friday).

Expression of interest must delivery in a written form or by e-mail, to the address below by; August 16, 2021.

Kosovo Credit Guarantee Fund, KCGF

Address:"Njazi Alishani No.5, Street

10000, Prishtina, Kosovo,

Email: procurement@fondikgk.org