


ACCOUNTING AND HR SPECIALIST



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We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

About the project

The Promoting Private Sector Employment (PPSE) project in Kosovo is looking for an Accounting and HR Specialist. This is a full-time position for a period until 15th November 2025. PPSE is financed by the Swiss Agency for Development and Cooperation and is implemented by a consortium of Swisscontact and the Riinvest Institute. PPSE applies the Inclusive Markets/Market System Development Approach. PPSE applies a rigorous methodology on the monitoring and results measurement process, which is based on the Donor Community for Enterprise Development Standard and the Swisscontact Monitoring and Results Measurement Guidelines. PPSE started in 2013, and is currently in Phase III, which will be completed on 15th November 2025.

Duties and responsibilities

- Maintains and updates financial operational reports for PPSE, such as contracts and commitments, planning and monitoring the correct execution of PPSE budget
- Maintains an effective filing system (both hard and electronic versions)
- Enters, updates, and/or retrieves accounting data from automated systems
- Guides project staff to file/archive project documents properly
- Responsible for HRM of the project, including keeping and updating all HR related documentations
- Oversees administration of human resources, including but not limited to, maintaining personnel files for PPSE staff, assisting with recruitments, purchasing, and maintaining adequate health and other insurance policies, etc.
- Prepares all payments, based on supporting documents such as invoices, purchase requests and other project requirements
- Prepares and processes monthly payroll for PPSE project and related taxes to local tax authorities
- Enters, updates and posts all financial data to appropriate accounts in an automated accounting system, according to instructions

- Reviews online transactions for changes and accuracy and corrects errors. Retrieves system reports
- Prepares monthly financial reporting to Head Office for approval by the project manager and closely communicates with them for the finalization of the monthly reporting
- In close cooperation with the Head of Finance & Administration, work on the audit process
- Ensures that funds are efficiently transferred from headquarters to the field office and funding is available to support timely payment of all project and operations costs
- Reviews local and international contracts and Partnership Agreements according to Terms of References for approval by the management and executes payments according to terms of payment
- Reviews invoices and project payables and makes sure that these are properly followed forwarded, and proceeded
- Provides technical and administrative assistance to the project staff and consultants
- Assists in the procurement process for all project activities
- Makes necessary arrangements for visitors, seminars & meetings and coordinates the available resources to fulfil coming requests as needed
- Maintains the Annual Leave and Timesheets files, which includes ensuring vacation and sick time are tracked in the system
- Maintains and processes all HR related documentation

Minimum requirements

- Minimum of bachelor's degree in economics, or other relevant discipline
- At least 5 years professional experience in a similar position
- Excellent analytical and accounting skills
- Good writing, spoken communication and presentation skills in English and Albanian
- Ability to analyze data
- Ability to act independently and take initiative
- Excellent interpersonal skills and team player
- Knowledge of Abacus accounting system is preferred

Expected starting date: March 2024

Application deadline: 22nd February 2024, 17:00 hrs

How to apply

Please submit your CV, motivation letter and proof of your completed education at lindita.daka@swisscontact.org. Please also provide contact details of three professional references.

More information

For more details on the job, please write to: ppseinfo@swisscontact.org; lindita.daka@swisscontact.org
Further general information on PPSE can be obtained from our website: www.ppse-kosovo.org and www.swisscontact.org/kosovo

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