

**USAID Kosovo Compete Activity**

**JOB DESCRIPTION AND STATEMENT OF WORK**

**Cardno** is a professional infrastructure and environmental services company, with expertise in the development and improvement of physical and social infrastructure for communities around the world. Cardno is implementing a USAID funded project in Kosovo and is looking for qualified individuals to join our Kosovo-based team.

**Project description**

USAID has awarded Cardno a five year, \$12.4M project (“USAID Compete Activity”), to facilitate the private sector’s improved competitiveness in local, regional and global markets. Through USAID Compete Activity, Cardno works to empower firms, organizations and institutions to improve market systems in key focus. USAID Compete Activity focuses in three key export-oriented sectors of wood processing, food processing and Information and Communications Technology, to sustainable increase their competitiveness. By working to address constraints across the market system of its focus sectors, USAID Compete seeks to enable scalable and systemic change to occur, stimulating job creation and growth and private sector increased ability to engage in local, regional and international markets. The expected results of USAID Compete Activity across all its three sectors are: 1) Market systems are strengthened to increase sector competitiveness; and 2) market actors within those market systems are more productive and competitive.

USAID Compete Activity is recruiting for the following position on the project:

<b>Name of Position</b>	Finance Manager
<b>General Responsibilities</b>	<p>The position is responsible for accurate recording of all payments made by the Compete field office, and for the timely monthly delivery of accounting reports to Cardno’s home office, on the basis of which invoices to USAID are prepared. The position has first-line responsibility for ensuring that all outlays of funds are compliant with procedures protecting against misuse or undocumented use, including obtaining all required backup records and authorized approvals prior to disbursement. The Finance Manager ensures that all expenditures / disbursements are booked properly and timely in the chart of accounts. The position has first-line responsibility for field office cash management and preparation of payment orders for review and final approval by the project COP or DCOP according to established procedures. The Finance Manager is responsible for adhering to all requirements of the Procurement Operations Manual and Grants Manual as regards cash disbursements.</p> <p>The position is also responsible for the forecast of month-to-month financial needs, so that home office advances to the field office account are adequate to support project activities and payroll.</p>
<b>Specific Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare and pre-approve payment orders for final review, approval, and processing by COP or designate;</li> <li>• Prior to pre-approving payment order, review and validate that proper procedures have been followed for all disbursements – procurements, grants, payroll, and any other;</li> <li>• Record in a timely manner all financial transactions in project bookkeeping /</li> </ul>

	<p>accounting system;</p> <ul style="list-style-type: none"> <li>• Reconcile bank balance regularly;</li> <li>• Manage monthly payroll;</li> <li>• Produce all required financial reports, including monthly Field Office Financial Report to transmit to Home Office for invoicing;</li> <li>• Working with project staff, produce monthly Field Office Advance Request to ensure that project operations can be efficiently financed;</li> <li>• Monitor and report on a monthly basis project spending versus budget;</li> <li>• Ensure compliance with Cardno Field Office Financial Management; Manual and all related USAID regulations and procedures;</li> <li>• Facilitate internal financial and USAID financial audits;</li> <li>• Build the capacities of implementing partners and the Lead Local Partner in financial.</li> <li>• Manage reporting as per Governmental requirements on regular basis.</li> </ul>
<b>Minimum Education Requirement</b>	Undergraduate degree in finance, accounting or other relevant university degree
<b>Minimum Professional Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years' of experience in financial management of programs (USAID experience preferred)</li> <li>• Thorough knowledge of USAID policies and procedures related to project operations and finance</li> <li>• Experience using Quickbooks software</li> </ul>
<b>Period of Performance</b>	July 2022 - August 2025
<b>Level of Effort</b>	100%, full-time (260 days per year)
<b>Supervisor</b>	Operations and Finance Director
<b>Supervisory role</b>	N/A

**Application:**

To apply please submit your CV and a one-page cover letter in English.

Please send the requested documents electronically to the following email: [info@kosovocompete.org](mailto:info@kosovocompete.org)

All submissions must be received on or before **Friday, July 22, 2022**. CVs submitted after this deadline will not be considered. Only shortlisted candidates will be interviewed.