**Arbeiter-Samariter-Bund Deutschland e.V. (ASB), Country Office Kosovo**

**Finance/Administrative Assistant (part time)**

Arbeiter-Samariter-Bund Deutschland e.V. (ASB), office in Kosovo, based on the indicated need, announces a vacancy for the position of **Finance/Administrative Assistant**.

If you are a responsible, organized, independent and a creative person, if you cherish values ​​such as peace, tolerance, equality, solidarity and justice, apply to our call and take advantage of the opportunity to work in a stimulating work environment where you will have the chance to contribute to the progress of the society in which you live. If the field of finance and administration is the subject of your professional interest, maybe this is the right opportunity for you.

**About us:**

**WE HELP HERE AND NOW**

Arbeiter-Samariter-Bund Deutschland e.V. (ASB) - The Samaritan Workers Federation - is a German aid and welfare organization, active in areas such are civil protection, rescue services and social welfare services. As a non-political and non-denominational organization, ASB has represented continuity and reliability since its founding in 1888.

After the breakup of Yugoslavia in 1991 and the beginning of the Yugoslav wars, ASB launched one of its longest humanitarian aid missions abroad. ASB helped refugees, established outpatient medical facilities and organized aid convoys. The first humanitarian convoys that went to the besieged city of Mostar in Bosnia and Herzegovina in 1992 carried the ASB logo. Since then, ASB has implemented almost 400 humanitarian and development projects in Southeast Europe in the total amount of 190 million euros. After the war, ASB helped in the reconstruction of power networks, bridges, waterworks, schools, kindergartens, etc. Around 16,000 houses, residential buildings, public institutions and hospitals in 237 communities in South-Eastern Europe have been repaired or rebuilt through reconstruction projects. With the help of ASB offices in Southeast Europe, more than 1,000 refugee families and internally displaced persons from the former Yugoslavia returned to their homes. ASB team members were on the ground alongside medical workers during the height of the Covid-19 pandemic, supporting hospitals and isolation units by donating valuable medical equipment, beds, medicines, masks and other supplies.

Find out more at www.asb.de and www.asb-see.org

**Required Qualifications:**

* University degree in Law or Economics;
* Knowledge of financial procedures and regulations in the non-governmental sector, financial planning, management of donor budgets and reporting, work in electronic banking as well as in the financial program for which training will be provided;
* Excellent native language literacy;
* Knowledge of written and spoken English.
* Proficient in computer operations, with a particular emphasis on MS Windows and MS Office, specifically Excel and Word. Well-versed in internet navigation and adept in email communication;
* Holding a Category B driver's license coupled with demonstrated expertise in proactive vehicle management;
* Desirable work experience in the fields of Finance and Administration;
* More than 5 years of experience in the same or similar jobs.

**Required skills/Abilities:**

* Sharing the above-mentioned values ​​of ASB;
* Responsibility for work tasks, with the ability to work independently and in a team;
* Expressed organizational skills, responsibility, communication, professionalism and reliability;
* Effective time management and cooperation with colleagues;
* Compliance with deadlines and willingness to travel in the countries of the region;
* Willingness to work in a dynamic environment.

**Primary duties and responsibilities:**

* Financial and administrative operational tasks;
* Keeping cash register and preparing cash payments;
* Preparation of documentation for payment (invoices, fees, salaries);
* Providing personnel actions (registration and de-registrations of workers, records of working hours, etc.);
* Preparation of documentation for book entry;
* Creation, processing and archiving of business documentation;
* Coordination with accounting service, banks, tax administrations and other institutions;
* Assisting to Financial Manager in preparation of financial reports and documentation for the financial audit;
* Participates in development of plans, budgets and reports according to the requirements of the organization, state and local authorities, as well as donors;
* Other financial and administrative tasks ordered by the employer.

**What we offer:**

Following a 3-month trial period, the duration of the contract will be until December 31, 2024. - subject to extension based on demonstrated work performance. You will engage in a dynamic and motivating work environment, with opportunities for both personal and professional growth, additional educational prospects, and a chance to gain insight into the non-governmental sector, expanding your professional network.

**Application procedure:**

The application should include a motivation letter and CV (in English), as well as the contacts of two people who are references for previous experience. The application and all accompanying documents must be submitted by **February 23, 2024**. Incomplete applications and applications that arrive after the specified time limit will not be considered.

Applications should be sent by e-mail to **dafina.hoxha@asb-see.org**, with the indication "Application for the Job Call" or by mail to the address Arbeiter-Samariter-Bund Deutschland e.V. (ASB) CO Kosovo:

Adnan Krasniqi II Entrance, V floor No.23, Prizren, Kosovo.

For any additional information, you can contact us via phone number: 383 (0) 44 139 733.

**Only selected candidates will be notified of the date and time of the interview.**

The expected start of work is **March 01, 2024**.

ASB is an equal opportunity employer that does not discriminate against employees based on age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, color, nationality, ethnic or national origin, religion or belief, gender, or sexual orientation.

We uphold a zero-tolerance policy towards sexual exploitation, abuse, and harassment. ASB has implemented a Safeguarding Against Sexual Exploitation, Abuse, and Harassment (PSEAH) Policy, which is presently in effect.