

Vacancy Announcement International Business College Mitrovica (IBC-M)

International Business College Mitrovica (IBC-M) is a leading institution of higher education that offers high-quality and attractive undergraduate and graduate programs. We are seeking a highly motivated and experienced persons, for the following positions:

Position Title: Finance Officer- full time

Location: Mitrovica

Main responsibilities:

- Oversee and manage the financial operations of IBC-M, including budgeting, financial planning, financial reporting, and forecasting.
- Develop and implement financial policies and procedures to ensure compliance with Kosovo laws and regulations, as well as best practices in financial management.
- Ensure accurate and timely financial reporting and analysis to support decision-making by senior management and other stakeholders.
- Manage cash flow and treasury functions, including banking relationships, investment management, and debt financing.
- Monitor and analyse financial performance and provide regular reports and recommendations to senior management.
- Monitors project expenses and report overspending or underspending to senior management.
- Elaborates monthly and donor financial reports. And manage day-to-day accounting functions.
- Prepare and support internal and external financial audits.
- Prepare the monthly payroll and payments for staff salaries and / or allowances in accordance with college regulations and national laws.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field. Master's degree preferred.
- At least 5 years of experience in financial management, preferably in a higher education institution or public organization.
- Strong knowledge of accounting principles and financial analysis.
- Experience with financial reporting, budgeting, and forecasting.
- Strong analytical skills and attention to detail.
- Excellent written and verbal communication skills in English.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and financial management software.

How to apply:

If you are interested, please send your letter of motivation, CV and notarised copies of diplomas and certificates to ibcm_vacancy@ibcmitrovica.eu

In the subject field, please put: **Finance Officer**. The deadline to apply is **May 3rd, 2023**. Only shortlisted candidates will be contacted for an interview.