



Terms of Reference (ToR)

INTERREG IPA TRANSNATIONAL COOPERATION PROGRAMME BALKAN - MEDITERRANEAN 2014 – 2020

JOB DESCRIPTION

Work position „Financial officer”

1. Employer - Contracting Authority

The Contracting Authority will be the Ministry for Local Self Government (MoLSG) from Republic of North Macedonia in a role of National Authority (NA).

This position will be financed under „Technical assistance for the implementation, management and control of INTERREG IPA Transnational Cooperation Programme Balkan - Mediterranean 2014 - 2020”

2. Administrative Unit

INTERREG IPA Transnational Cooperation Programme Balkan - Mediterranean 2014 – 2020

3. Job Title

Financial officer

4. Objective

The financial officer is responsible for all tasks assigned to the financial expert in connection with the implementation and closing of the INTERREG IPA Transnational Cooperation Programme Balkan - Mediterranean 2014 – 2020

5. Position summary and duration

The Financial officer shall discharge his/her duties full time (at least 40 hours per week) in the office of MoLSG and on the field when the arises need.

The financial officer will be in charge of all administrative, financial and logistical tasks related to the internal functioning of the technical assistance for implementation, management and control of INTERREG IPA Transnational Cooperation Programme Balkan - Mediterranean 2014 – 2020.

6. Essential Job Functions/Duties

Under the supervision of the Head of Territorial Cooperation, the financial officer will be responsible for:

- Collecting, verifying and processing all financial documents, technical check of invoices to verify that VAT exemption procedure is respected, administration of



resources, arranging payment orders and submission of application for VAT exemption procedure in the Public Revenue Office of North Macedonia;

- Maintenance of financial data records (costs incurred, forecast budget, funds remaining);
- Preparation of requests for payment, requests for contract amendments;
- Preparation of requests for use of incidentals;
- Archiving all relevant documentation both, electronically and/or manually;
- Participation in public procurement and subcontracting procedures including preparation of related technical documentation;
- Assisting MoLSG, during audit missions, reviewing expenditure verification reports drafted by the auditor of the service contract and making comments on financial and contractual matters;
- Management of TA budget, i.e. monitoring available funds, reviewing the status of TA accounts, controlling expenditure eligibility;
- Prepare TA budget and Budget plans, take care of all the liabilities, controlling expenditures eligibility and office budget;
- Contribute to the definition of internal rules for the review of financial progress reports;
- Implement and update the TA project database;
- Participate and contribute to project seminars and conferences as appropriate;
- Prepare the accounting reports in compliance with the law of the respective partnering country and the EU requirements while observing the financial discipline;
- Collect and update information in relation to internal/external audits;

6. Required Qualifications

- o University degree in the fields – economic sciences, financial management, or other relevant social sciences (minimum 180 credits)
- o Minimum 6 years of work experience after graduation in public institution and/ or private companies;
- o Work experience is preferred in the field of financial/accounting/administration management of EU – funded projects or other international donor projects;
- o advisory, communication and presentation skills, readiness, etc;
- o fluent in English;
- o excellent computer skills;
- o ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;
- o personal characteristics such as excellent communication, ability to establish and maintain effective working and team relations.

7. Required experience

- o Good understanding and knowledge of the programme area;
- o Experience in EU-funded programs/project or other international donor projects;
- o Familiar with the EU and national regulations for territorial cooperation programmes;
- o Knowledge of accounting and tendering procedures under PRAG;
- o In-depth knowledge and experience in using and managing databases;
- o Ability to propose solutions for administrative procedures related to project management.



8. Location

The Financial officer have to work in the premises of MoLSG and on the field when the need arises.

9. Duration

The financial officer will be engaged until the end of implementation of INTERREG IPA Transnational Cooperation Programme Balkan - Mediterranean 2014 – 2020.

10. Responsibilities

- responsible for effective, efficient, timely and qualitative fulfilment of the assigned tasks;
- responsible for providing timely and accurate information;
- responsible for safe operation and maintenance of the equipment and other resources entrusted by the employer.

11. Reporting

Formally, the Financial officer will be reporting to the Head of Territorial Cooperation, as well as to the Project Officer appointed by the MoLSG.

He / She will prepare a monthly report about the implementation of the administrative, financial and logistic tasks related to the internal functioning of the TA, including activities in the Work plan.

He/She each month will prepare a timesheet and will submit to the Head of Territorial Cooperation for approval.

The approved Time sheet by the Head of Territorial Cooperation should be adopted by the Project Officer appointed by the MoLSG.

12. Note

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Minister of Local Self Government
Risto Penov