

Profile, tasks and responsibilities for Financial controllers for conducting verification of legality and regularity of expenditures of projects implemented under the INTERREG IPA Cross-Border Cooperation Programme between Republic of Bulgaria and Republic of Macedonia 2014-2020 CCI No: 2014TC16I5CB006 and under the INTERREG IPA Cross-Border Cooperation Programme between Republic of Greece and Republic of Macedonia 2014-2020 CCI No: 2014TC16I5CB009

<p>1. Qualifications and skills:</p>	<ul style="list-style-type: none"> - University degree (where an university degree has been awarded on completion of three years study in a university or equivalent institution) in the field of Economy (finances, financial control or accountancy) or social sciences with at least 10 years of experience in working with EU funded projects and/or programmes. It will be given advantage for candidates with MA degree. - Knowledge of PRAG, EU and national regulative related to first level financial control, as well as IPA Cross-border cooperation Programme between Bulgaria and Macedonia, as well as willingness to travel. - Excellent English and/or Macedonian speaking and writing skills.
<p>2. Professional experience:</p>	<ul style="list-style-type: none"> - At least 5 years of general professional experience in public administration, NGO sector or on projects funded by EU or funded by another international-donor - At least two (2) years of specific work experience in financial control of public financed and in accountancy. Experience in project and financing management of EU funded, preferably in fields relevant to the assignment (grant schemes project implementation, project management, project monitoring, project document preparation and similar activities); - Experience or knowledge of local procurement regulation shall be considered as an asset - Experience with EU programmes and Practical Guide to the Contract procedures for EC external actions (PRAG) will be considered as an advantage..
<p>3. Tasks:</p>	<ul style="list-style-type: none"> - verification of the delivery of the

	<p>products and services (as described in the approved Application Form, which is the reference point for the approval decision regarding the activities and finance; and/or the project subsidy contract – which sets the legal background for the implementation of the project.);</p> <ul style="list-style-type: none"> - verification of the soundness of the expenditure declared; - verification of the compliance of such expenditure with Programme, EC and national rules. - two main types of checks for the implementation of the FLC – documentary and on the spot checks.
<p>4. First Level Control experts have the following main responsibilities:</p>	<ul style="list-style-type: none"> - validation of expenditure incurred by the controlled project partner; - validation of the content of both the activities (if possible, necessary or applicable) and the finances of the partner; - preparation of his part of the Project Partner’s Invoice Report with the attached financial report and list of contracts (Annex 5.1); - preparation a FLC ‘Report and Checklist’ (Annex 5.4) on the control performed; - signing a ‘Certificate for Validation of Expenditures’ (Annex 5.5) - by signing this document the controller verifies only the eligible expenditures, specifies the ineligible and declares the proper use of funds.