



Republic of North Macedonia

Ministry of Local Self Government

National Authority for Territorial Cooperation

Terms of Reference (ToR) Financial and Administrative Assistant

IPA CROSS-BORDER PROGRAMME 2021-2027

JOB DESCRIPTION

The Position of “Financial and Administrative Assistant”

1. Employer - Contracting Authority

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

This position will be financed under the technical assistance for the Cross – border Cooperation Programme Greece – North Macedonia in the framework of Interreg-IPA CBC

2. Administrative Unit

INTERREG - IPA CBC Programme Greece –Republic of North Macedonia National Authority: main office

3. Job Title

Financial and Administrative Assistant

4. Subordination

Head of Territorial Cooperation

5. Objective

The **Financial and Administrative Assistant** is the contact point to the applicants and beneficiaries for providing advice on issues related to projects financial management. In addition, the Financial and Administrative Assistant is responsible for carrying out all the tasks laid down in the Manual for Internal Organizational Rules. The Financial and Administrative Assistant is responsible for all the tasks assigned to the Financial and Administrative Assistant relating to implementation and closure of the Cross – border Cooperation Programme Greece – North Macedonia in the framework of Interreg-IPA CBC

6. Position summary and duration

The Financial and administrative assistant shall discharge his or her duties full time (at least 40 hours per week) in the office of MoLSG and in the JS Antenna office



Republic of North Macedonia

Ministry of Local Self Government

National Authority for Territorial Cooperation

located in the town of Bitola, North Macedonia, at least 1 (one) year of contract duration.

The **Financial and Administrative Assistant** under the direction of the Head of Territorial Cooperation will be in charge of all administrative, financial and logistic tasks related to the internal functioning of the Technical assistance for the Cross – border Cooperation Programme Greece – North Macedonia in the framework of Interreg-IPA CBC .

7. Essential Job Functions/Duties

Under the supervision of the Head of Territorial Cooperation, the **Financial and Administrative Assistant will** be responsible for:

- Collecting, verifying and processing all financial documents related to service contract, 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 the Republic of North Macedonia;
- Maintenance of financial data records (costs incurred, forecast budget, funds remaining);
- Translation of all the necessary documents;
- 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 and JS brunch office, 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;
- Assisting the Head of Territorial Cooperation, Programme Officer and JS brunch office in preparation and delivering of workshops to potential applicants/grant beneficiaries (financial aspects of project preparation/implementation) and other events in the field, particularly related to logistical arrangements, financial and procurement matters;
- Prepare the accounting reports in compliance with the law of the respective



Republic of North Macedonia

Ministry of Local Self Government

National Authority for Territorial Cooperation

partnering country and the EU requirements while observing the financial discipline;

- Keep track and fill in the accounting documents of the TA in accordance with the acts and the internal requirements of the MA/NA;
- Account all expenditure made by the JS/NA and report to the MA/NA;
- Participate in annual inventory of assets of the TA (JS/NA);
- Collect and update information in relation to internal/external audits;
- Preliminary check invoice reports on ongoing projects.

8. Profile and qualifications

- University Degree—(with min 180 EKTC, or VII/1 degree),
- Minimum 3 years of relevant work experience after graduation in public institution and/ or private companies;
- Work experience with financial/accounting management of international donor projects;
- Fluency in both written and spoken English;
- Ambition to work in an international environment with different administrative traditions;
- Able to propose solutions for transnational administrative procedures related to financial management, including legal settings, audit and control requirements;
- ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;
- Computer skills: MS Office, Internet;
- Excellent communication skills, creative and problem-solving oriented;

9. Location

The Financial and Administrative Assistant have to work in the office of MoLSG and in the JS Anenna office in the town of Bitola, North Macedonia and on the field when the need arises.

10. Required experience

- good understanding and knowledge of the programme area;
- familiar with the EU and national regulations concerning IPA cross-border cooperation programmes;
- knowledge of accounting and tendering procedures under PRAG;
- in-depth knowledge and experience in using and managing databases;

11. Cooperation



Republic of North Macedonia

Ministry of Local Self Government

National Authority for Territorial Cooperation

Cooperation with: other members of the Joint Secretary Team, Managing Authority, National Authority, Members of the Joint Monitoring Committee, applicants and beneficiaries, relevant EC services, service deliveries, etc.

12. 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.

13. Reporting

Formally, the Financial Administrative Assistant will be reporting to the Head of Territorial Cooperation, as well as to the Project Officer and the deputy Project Officer appointed by the MoLSG and to the Managing Authority (if needed).

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.

14. 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.

Risto Penov
Minister of Local Self Government



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