



## THE EUROPEAN UNION'S CROSS BORDER COOPERATION PROGRAMME

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### Terms of Reference (ToR) Financial Officer

#### IPA CROSS-BORDER COOPERATION PROGRAMME REPUBLIC OF NORTH MACEDONIA – REPUBLIC OF ALBANIA 2014-2020

#### JOB DESCRIPTION

#### The Position of “Financial Officer”

##### **Background**

The Joint Technical Secretariat, located in Struga, is the administrative body in charge of the day-to-day management of the IPA cross-border programme North Macedonia – Albania 2014-2020.

##### **Contracting Authority**

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

This position will be financed under the “Technical assistance for the Cross – border Cooperation Programme North Macedonia – Albania in the framework of IPA 2”, CN 2021/ 428 – 960.

##### **Position summary and duration**

The Financial Officer will perform his / her part-time duties of 70% of the total working hours in the current month. The Financial Officer shall discharge his/her duties full time in the office and on the field.

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### Essential Job Functions

Under the supervision of the Head of JTS, **Program** Manager appointed by the MoLSG and the Albanian Operating Structure, the Finance Officer will be responsible:

- 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, and arranging payment orders;
- 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 Operating structures of MoLSG and State Agency for Strategic programming and Aid Coordination (SASPAC)
- Assisting OS's 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 JTS (Antenna) budget, i.e.: monitoring available funds, reviewing the status of JTS (Antenna) 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 JTS project database;
- Assisting the Head of JTS as the Team Leader 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.

### Profile and qualifications

- University degree in Economics, Financial Management, or Business Administration, or related relevant fields;
- Minimum of 5 years relevant professional experience;
- 2 years of experience in financial management of EU - funded projects / programmes or experience in implementation on the international donor projects will be consider an asset;
- Fluency in both written and spoken English;

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### **Expectations for the position**

- 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;
- Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
- Very good communication skills, creative and problem-solving oriented.

### **Location**

The JTS Financial Officer can work from the office of MoLSG, and also at the JTS office in Struga when the need arises.

### **Reporting**

Formally, the JTS Financial Officer will report to the Head of JTS in Struga, as well as to the Project Manager appointed by the MoLSG, and to the Albanian Operating Structure (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 JTS including activities in the Work plan. He / She each month will prepare a timesheet and will submit to the Head of JTS for approval. The Program Manager appointed by the MoLSG should adopt the approved Time sheet by the Head of JTS.

### **Evaluation process**

The independent members of Evaluation Committee will evaluate each candidate with the following phase's application and score them as follows which their qualification will be done based upon the above qualification requirement.

Contesters/participants qualified to enter the test will be evaluated based on the following norms:

- B1. Administrative and Eligibility criteria (dossiers): up to 15 points
- B2. Written testing: up to 60 points
- B3. Interview: up to 25 points

***Only contestants with the minimum 75 points will be further considered.***

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### **Deadline for application:**

Interested candidates must submit the application documents via email until **11.12.2023**.

Documents must be submitted to the following **electronic address**

**(email):** [procurement.mls.mkal@gmail.com](mailto:procurement.mls.mkal@gmail.com)

### **Note**

The above job description describes 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.

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