



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAMME

Annex 5 (b-2): TOR Financial Officer

IPA CROSS-BORDER PROGRAMME 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 2014-2020.

Contracting Authority

The contracting authority will be the Ministry of Local Self Government (MoLSG).

This position will be financed under Technical assistance (TA) for the Cross – border Cooperation Programme 2014 - 2020

Position summary and duration

The Financial Officer shall discharge his or her duties for at least 135 working days in the office and on the field, over 3 years of contract duration.

The Financial Officer under the direction of the Head of JTS will be in charge of all administrative, financial and logistic tasks related to the internal functioning of the JTS.

Essential Job Functions



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Under the supervision of the Head of JTS ,Team Leader, 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 MoLSG and MEI 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;
- Assist grant beneficiaries in the preparation of budget addendums and notifications for amendments.
- Assist with the financial follow-up of the expenses under the service contract and the preparation of the interim and final reports over the entire project period of implementation;

Profile and qualifications

- Fluency in both written and spoken English. Fluency in the official languages of the partner countries will be considered as an asset.
- University degree preferably in economics or financial management, business administration, or related relevant fields
- 7 years work experience after graduation in public administration, private companies, international organizations, etc.;
- 5 years in finance/accounting, preferably professional experience in assistance of the donor funded programmes or projects, procurement, sub-contracting, budgeting, financial reporting, administration of resources, and the provision of training related to financial and administrative project management
- Experience in financial/accounting management, in at least 4 EU-funded projects/ programmes in the past years.
- Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
- Very good communication skills, creative and problem-solving oriented;



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Location

The working place will be mainly based in the MoLSG premises in Skopje, and the JTS Headquarter in Struga, as need occur.

Reporting

Formally, the JTS Financial officer will be reporting to the Head of JTS Struga, as the Team Leader, 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. He / She each month will prepare a timesheet and will submit to the Head of JTS for approval. The approved Time sheet by the Head of JTS should be adopted by the Project Manager appointed by the MoLSG, and the Project Manager of this Programe in the DEU in Skopje.

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.



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Annex 5 (b-1): Indicative table of the outputs and time table of implementation (FO)

Outputs	Timetable
Programme monitoring	
<ul style="list-style-type: none"> 6 Quarterly Progress reports to be prepared no later than 1 month after the end of each 3 month of the implementation period; 	<p><i>April 2016, October 2016, April 2017, October 2017, April 2018, October 2018</i></p>
<ul style="list-style-type: none"> 5 Interim six-months reports to be prepared no later than 1 month after the end of each 6 month of implementation period (these reports will be discussed and approved by the PSC); 	<p><i>July 2016, January 2017, July 2017, January 2018, July 2016,</i></p>
<ul style="list-style-type: none"> Support process of preparation of the 5 expenditure verification reports 	<p><i>July 2016, January 2017, July 2017, January 2018, July 2016,</i></p>
<ul style="list-style-type: none"> Draft Final report for the current TA 	<p><i>December 2018</i></p>
<ul style="list-style-type: none"> Final report for the current TAs 	<p><i>March 2019</i></p>



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