



Republic of North Macedonia

Ministry of Local Self Government

National Authority for Territorial Cooperation

**interreg - IPA CBC**

CCI 2014TC16I5CB006

Република Северна Македонија  
Република e Macedonise se Van  
МИНИСТЕРСТВО ЗА ЛОКАЛНА САМОУПРАВА  
MINISTRIA E VETEQEVERISJES LOKALE

Бр. Nr. 11-346/3

31-01-2023 20 год-vic

Скопје-Skopje

## TERMS OF REFERENCE (TOR) FINANCIAL EXPERT FOR INTERREG IPA CROSS-BORDER PROGRAMME

### JOB DESCRIPITON FINANCIAL EXPERT

#### 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 a "Technical assistance for 2020 – 2023 in the framework of the INTERREG-IPA Cross – border Cooperation between – Republic of Bulgaria - North Macedonia CCI 2014TC16I5CB006.

#### 2. Administrative Unit

EU Department

Ministry of Local Self Government

#### 3. Job Title

Financial Expert

#### 4. Subordination

Head of Territorial Cooperation

Head of EU Department

Programme Officer

#### 5. Objective

The Financial Expert is responsible for financial implementation of the "Technical assistance for 2020 – 2023 in the framework of the INTERREG-IPA Cross – border Cooperation between – Republic of Bulgaria - North Macedonia CCI 2014TC16I5CB006.

He/she is also the contact point to the applicants and beneficiaries for providing advice on issues related to National Co financing of the contracted projects . In addition the Financial Expert is responsible for carrying out all the tasks laid down in the Manual for Internal Organizational Rules. The Financial Expert is responsible for all the tasks assigned to the Financial Expert relating to implementation and closure of the INTERREG-IPA Cross – border Cooperation between Republic of Bulgaria and North Macedonia CCI 2014TC16I5CB006.



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## 6. Position summary and duration

The Financial Expert shall discharge his or 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 Expert under the direction of the Programme Officer, Head of EU Department and 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 2020 – 2023 in the framework of the INTERREG IPA Cross – border Cooperation Programme Bulgaria - North Macedonia CCI 2014TC16I5CB006.

## 7. Essential Job Functions/Duties

Under the supervision of the Head of Territorial Cooperation, the Finance Expert 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 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 and JS brunch office, 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 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, Head of EU Department, 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;
- Participate and contribute to project seminars and conferences as appropriate;
- Prepare the accounting reports in compliance with the law of the respective partnering





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- 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;
  - Performs an annual inventory of assets of the TA (JS/NA);
  - Collect and update information in relation to internal/external audits;
  - Preliminary check invoice reports on on-going projects;
  - Preparation of requests for national co-financing, keeping records of made payments and uploading the documents to the program's MIS system; Keeping records of annual leave of program team members of JS/NA;
  - Keeping track of meetings and other records as needed.

#### **8. Required Qualifications**

- University degree in the fields – economic sciences, law sciences, financial management, business administration, or other relevant social sciences/business related studies (minimum 180 ECTS, or VII/1 degree);
- Minimum 4 years of relevant work experience after graduation in public institution and/ or private companies;
- Minimum 3 years of relevant work experience with financial/accounting/administration management of EU – funded projects or international donor projects;
- Advisory and presentation skills;
- Fluent in English and one of the national languages in speaking and writing of the respective participating country;
- Excellent computer skills;
- Ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;
- Personal characteristics such as excellent communication, ability to establish and maintain effective working and team relations.

#### **9. Required experience**

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

#### **10. Location**

The Financial Officer have to work in the office of MoLSG and on filed when the need arise.



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### 11. Cooperation

Cooperation with: other members of the JS team, MA, NA, members of the JMC, 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 Officer will be reporting to the Head of Territorial Cooperation, as well as to the Programme Officer appointed by the MoLSG and to the Managing Authority (if needed).

He / She will prepare a Timesheet about the implementation of the administrative, financial and logistic tasks related to the internal functioning of the TA, including activities in the Work plan and will submit to the Programme Officer for adoption and approval.

The approved Timesheet by the Programme Officer should be approved by the Head of Territorial Cooperation.

### 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.

Minister of Local Self Government  
Msc. Risto Penov

