



Republic of North Macedonia

Ministry of Local Self Government

National Authority for Territorial Cooperation

Interreg



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IPA Bulgaria - North Macedonia

## TERMS OF REFERENCE (ToR)

### *Financial Expert*

INTERREG VI-A IPA Programme

Republic of North Macedonia – Republic of Bulgaria 2021–2027 (IPA III)

#### 1. Background

The INTERREG VI-A IPA Programme Republic of North Macedonia – Republic of Bulgaria 2021–2027 aims to strengthen cross-border cooperation through jointly developed projects contributing to smart, green, inclusive and integrated territorial development.

The Joint Secretariat (JS) supports the Managing Authority (MA), National Authority (NA) and programme bodies in the implementation, financial management, monitoring and control of programme activities and projects.

#### 2. Contracting Authority

The Contracting Authority shall be the Ministry for Local Self-Government (MoLSG) of the Republic of North Macedonia, acting in the role of National Authority (NA) for the INTERREG VI-A IPA Programme Republic of North Macedonia – Republic of Bulgaria 2021–2027. The position will be financed under the Technical Assistance budget of the Programme.

#### 3. Position Title

Financial Expert

(IPA III Interreg VI-A Programme North Macedonia – Bulgaria)

#### 4. Administrative Unit

Joint Secretariat (JS)

INTERREG VI-A IPA Programme

Republic of North Macedonia – Republic of Bulgaria 2021–2027

#### 5. Position Summary

The Financial Expert shall support the Joint Secretariat, National Authority and relevant programme structures in ensuring sound financial management, budget monitoring, financial verification and compliance with EU and national regulations under the IPA III framework.

#### 6. Subordination

The Financial Expert shall work under the supervision of:

- Head of the Joint Secretariat;
- Programme Manager / Programme Officer appointed by the MoLSG;
- Managing Authority and National Authority, when required.

#### 7. Duties and Responsibilities

- Collecting, checking and processing financial documentation related to Technical Assistance and programme implementation;
- Verifying invoices and financial documents, including compliance with VAT exemption



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procedures;

- Monitoring programme and JS budgets, tracking expenditures and remaining funds;
- Preparing payment requests, budget forecasts, financial reports and contract amendments;
- Maintaining financial records and databases;
- Archiving financial documentation in line with EU requirements;
- Participating in procurement and subcontracting procedures;
- Assisting during audits and controls;
- Supporting workshops and trainings on financial aspects;
- Performing other tasks assigned by the Head of JS or Programme Manager.

### **8. Required Qualifications**

- University degree in Economics, Finance, Financial Management, Business Administration or related fields;
- Minimum 5 years of relevant professional experience;
- Experience in financial management of EU-funded programmes/projects;
- Knowledge of EU financial regulations and eligibility rules;
- Fluency in written and spoken English;
- Excellent computer skills, particularly MS Excel.

### **9. Professional Skills and Competencies**

- Ability to work in an international environment;
- Strong analytical and organizational skills;
- High level of responsibility and attention to detail;
- Very good communication and teamwork skills.

### **10. Location**

The Financial Expert shall work at the premises of the MoLSG and/or the Joint Secretariat office, and on the field when required.

### **11. Reporting**

The Financial Expert shall report to the Head of the Joint Secretariat and the Programme Manager appointed by the MoLSG. Monthly reports and timesheets shall be prepared in line with programme procedures.

### **12. Note**

The above Terms of Reference describe the general nature and level of responsibilities of the position and are not intended to be an exhaustive list of all duties and requirements.