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IPA Bulgaria - North Macedonia

TERMS OF REFERENCE (TOR)

Financial Control Officer for the First Level Control under INTERREG VI-A IPA Programme Bulgaria- North Macedonia 2021-2027 (2021TC16IPCB006)

JOB DESCRIPTION

1. Employer: Contracting Authority

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

This position is financed under the "Technical assistance for the INTERREG VI-A IPA Programme Bulgaria-North Macedonia 2021-2027".

2. Administrative Unit

The Administrative Unit is the Sector for EU implementing the INTERREG VI-A IPA Programme Bulgaria-North Macedonia 2021-2027

3. Job Title

Financial Control Officer for the First Level Control

4. Subordination

Programme Officer/Head of the Sector/Head of Territorial Cooperation Programme

5. Objective

The Financial Control Officer for FLC will be responsible for organising and controlling the work of controllers in charge of verification of legality and regularity of the expenditures declared by the Bulgarian partners participating in the projects implemented. Financial Control Officer for FLC is responsible for all the tasks assigned to the position relating to first level control in connection to implementation and closure of the INTERREG VI-A IPA Programme Bulgaria - North Macedonia 2021-2027.

6. Position summary and duration

The Financial Control Officer shall discharge his or her duties full-time (at least 40 hours per week) in the office of MoLSG and on the field when they arise need.



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The Financial Control Officer for FLC under the direction of the Head of Territorial Cooperation will be in charge of all administrative, and financial tasks related to the process of first level control under Technical assistance for the INTERREG VI-A IPA Programme Bulgaria - North Macedonia 2021-2027.

7. Essential Job Functions/Duties

Under the supervision of the Programme Officer/Head of the Sector/Head of Territorial Cooperation Programme, the Financial Control Officer for FLC will be responsible for:

- Contribution in the development and update of detailed internal rules for selection, appointment and designation of independent external assessors from the Republic of North Macedonia;
- Managing activities related to preparation of necessary documents needed for verification of expenditures through JEMS system;
- Distributing and prioritizing the tasks of the First Level Controllers in accordance with Programme Implementation Manual and the internal procedures;
- Performing Formal cross check of the documents submitted by FLC controllers;
- Provision of reliable recording, storage and archiving of financial data related to the NC FLC controls based on the document available in JEMS system;
- Exercising control over the work of controllers in order to ensure that checks are performed on the basis of verification of documents for the conducted procurement procedures, contracts, invoices or accounting documents of equivalent probative value, delivery of the products and services, the soundness of the expenditures declared, and the compliance of such expenditures with Community rules and relevant national rules;
- Performance of cross-check of the national control carried out under the Programme through on the spot visits;
- Preparation of all relevant documents allowing a clear evaluation of the efficiency of implementation of the tasks of the first level controllers;
- Contribution to the finalization of verification of the delivery of the products and services (as described in the approved Application Form and/or the Subsidy contract);
- Contribution to the verification of soundness of the expenditure declared and the compliance of the expenditure with Programme, EU and national rules;
- Coordinating communication between the first level controllers and departments; within the National Authority, Joint Secretariat and the Managing Authority;
- Provision of assistance for an independent audit and financial control of projects under the Programme on the territory of the Republic of North Macedonia concerning financial control;
- Contribution to the preparation of annual and quarter forecasts for the current and next fiscal year together with the respective departments in the MoLSG;



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8. *Required Qualifications and Experience*

- A university degree in economics, financial management, business administration, or another field within the social sciences, with at least 240 ECTS credits or an equivalent VII/1 qualification;
- Completed education or training in project management and financial management, evidenced by a diploma, certificate, or other document issued by the education or training provider;
- At least three years of professional experience in a public institution or private company;
- At least three years of experience in project and financial management;
- At least three years of experience working in EU-funded programs/project or international donor projects;
- Practical experience applying the Practical Guide to Contract Procedures for EU External Actions (PRAG) is an advantage.

9. *Knowledge, Skills and Competencies*

- Good knowledge of the programme area and an understanding of the EU and national rules relevant to territorial cooperation programmes;
- Knowledge of project reporting principles and procedures;
- The ability to use and manage databases relevant to programme or project implementation;
- The ability to analyse administrative procedures and propose practical solutions to project management issues;
- Advisory, presentation and professional correspondence skills;
- Fluency in spoken and written English
- Excellent computer skills;
- The ability to plan, organise and complete assignments under tight deadlines; and
- Strong communication and teamwork skills, including the ability to establish and maintain effective working relationships;

The candidate must also be able to familiarise themselves with the legal and administrative rules governing the operation of the First Level Control (FLC) system.

10. *Location*

The Financial control officer for FLC will work in the office of MoLSG and on the field when the need arises.



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11. Cooperation

Cooperation with other members of the Joint Secretariat (JS) team, Managing Authority (MA), National Authority (NA), members of the Monitoring Committee, Strategy Board, applicants and beneficiaries, relevant EC services and service deliveries.

12. Responsibilities

- responsible for effective, efficient, timely and qualitative fulfilment of the assigned tasks;
- responsible for providing accurate information in a timely manner;
- responsible for safe operation and maintenance of the equipment and other resources entrusted by the employer.

13. Reporting

Formally, the Financial Control Officer for FLC will be reporting to Programme Officer/Head of the Sector/Head of Territorial Cooperation Programme appointed by the MoLSG and to the Managing Authority (if needed).

She/he will report on the implementation of the administrative, financial and logistic tasks related to the internal functioning of the TA including activities in the Work plan.

Each month she/he will prepare a timesheet and will submit it to the Programme Officer/Head of the Sector/Head of Territorial Cooperation Programme for approval.

14. Note

This job description outlines the general nature and level of the work and is not an exhaustive list of the position's responsibilities, duties, or required skills.