

Terms of Reference

Part-time financial and accounting services for EU-funded grant contract

1. Introduction and background

CNVP has been given a grant by the EC to implement the project **Rural youth assisting Macedonia in EU integration**. CNVP will execute the grant through its branch office in Skopje, Macedonia located on str. Mirka Ginova nr.13. These TORs deal with fulfilment of the tasks and responsibilities of CNVP Macedonia in the role of project coordinator in the EU funded grant contract for external actions, particularly financial management of the project.

2. Profile of financial officer

The financial officer should have:

- a bachelor's degree in economy, finance or another relevant subject;
- at least 5 years' professional experience in accounting;
- extensive knowledge of the EXACT accounting system;
- experience in the financial administration of EU-funded projects; and
- full knowledge of the PRAG requirements.

In addition, s(he) should be a team player with good communication skills. Additional competences should include: computer literacy in MS Office, particularly Excel, as well as fluency in written and oral English.

3. Objectives

The financial officer will be responsible for the financial accounting and financial management of the project. This will involve;

- compiling financial and working day records on a monthly basis;
- monitoring the use of the project budget and working days on a monthly basis;
- preparing the draft interim and final narrative reports; and
- contributing to all audit and monitoring events.

4. Tasks, responsibility and activities

Finance accounting and management:

- Prepare and check the monthly, quarterly and annual financial accounts and forecasts; prepare financial administration in Exact, and pay suppliers; follow up on receipts and payments.
- Undertake accounting, prepare monthly, quarterly and annual budgets, and monitor progress and exhaustion; prepare necessary reconciliations and adjustments between existing administrations; undertake liquidity management; archive all relevant documents; monitor delivery of supplies; administer all salary and tax related issues, including payments.
- Check financial and non-financial data for their accuracy, completeness and timeliness.

Time management:

- Provide regular monitoring on the time reported for the project implementation by the beneficiaries and coordinator.
- Report to the project manager on potential administrative bottlenecks or deficiencies.

5. Expected output and indicators

The following outputs are expected:

- Accurate and timely payments;
- Monthly finance reporting provided in Exact administration;
- Preparation of finance and time management reports on time;
- Support for project manager in finance planning and analysis;
- Proper filing of documents and administration; and
- Logistical support provided upon request from team members.

6. Time frame

The duration of the Consultancy is eighteen months starting from 5 February 2018 until 31 July 2019, involving a total of 126 work days i.e. an average of 7 working days per month.

7. Contacts

The contact person for this consultancy service is Sasho Petrovski, CNVP Macedonia Country Director and project manager.

8. Place of work

The financial officer will work from CNVP's Skopje office.