



Empowering Vulnerable Communities

Catalysing Climate Action Through Climate Assemblies

EuropeAid/180645/DD/ACT/MKNorth Macedonia: Thematic Programme on Human Rights and Democracy 2023-2024

Contract: NDICI-THE-NEAR/2024/180645/33

Project: Empowering Communities: Catalysing Climate Action Through Climate Assemblies

Finance Officer (hired by ZIP Institute, R. of North Macedonia)

Detailed description

Finance Manager will be responsible for the book-keeping and financial reporting for the whole project. This is a **30%** position and his/her role includes joint financial management and joint reporting for the activities.

The *main responsibilities* of the Finance Manager include, but are not limited to:

- Planning budget expenditure of the project;
- Supervise the financial expenditure under the project;
- Collect on a monthly basis the list of expenses, invoices and proves of payment from the partners;
- Review and verify financial transactions, activities, and documentation;
- Review accounts and follow-up with project staff and partners' finance units from both;
- Draft monthly/annual reports on financial status, procedures, exchange rates, costs and expenditures;
- Follow-up on audit recommendations to monitor implementation of project action;
- Perform duties in full compliance with donor's financial regulations and rules, municipal's policies and standard operating procedures, including internal controls;
- Provide assistance to the Project Team with various system operational part of the tasks;
- Provide assistance for the Annual Report;
- Communicate with the Project Manager and other project staff for effective implementation of the project objectives and results

Required Qualifications

- University degree, preferably in Social Sciences (Economics, Law etc.) and/or relevant working experience
- At least 5 years of experience in management of projects from which at least 2 years working on similar position (a regional experience will be considered an asset);
- Good knowledge of EU procurement rules and regulations gained while working on at least one (1) EU funded project;
- Excellent oral and written communication in Macedonian;
- Excellent oral and written English language communication skills;



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- Advanced computer skills, especially MS Excel and MS Word, internet browsing and e-mail communication;

Accountability and Working Relationships

- Accountable to the Delegation of the European Union to North Macedonia – EEAS, Operative Committee and Steering Committee
- Works closely with all members of the Project Team;

Competences

- Great attention to details, precision and accuracy in performing tasks
- Proactive, creative, solution-oriented person
- Good time management skills
- Flexibility and adaptability of the work challenges
- Ability to meet deadlines, work on own initiative and consult where appropriate
- Team Work
- Availability and willingness to travel
- Highly motivated self-starter
- Intercultural sensitivity and awareness is a must

Salary: 600 euros (exchanged in Macedonian denars).

Application process:

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification. This letter should be submitted with a CV infp@zipinstitute.mk by 16:00 hrs. January, 16th, with the position you are applying for in the subject line.

The selection process is conducted in two phases and multiple languages. The first is the CV and cover letter assessment. The second is an interview scheduled on January 18th, 2023. The selection panel is made of 3 members of the project partners. The final decision will be made on January 19th 2023 and the selected staff member will be expected to start on January 20th 2023.



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