

Terms of Reference: Financial Officer of the Joint Technical Secretariat (JTS)

Position: Financial Officer of the Joint Technical Secretariat (hereinafter “the JTS”) for the IPA Cross-Border Programme Bosnia and Herzegovina-Montenegro 2014-2020 (hereinafter referred to as “the Programme”)

Location: JTS Headquarters in Sarajevo

A Overall objective

In accordance with the Commission Implementing Decision C(2014) 9421 adopting a Support Measure for Technical Assistance for cross-border cooperation programmes between IPA II beneficiaries under the instrument for pre-accession assistance (IPA II) for the year 2014 (dated 10 December 2014), the first technical assistance allocation under the Programme will be made available via direct award of a service contract concluded between the Delegation of European Union to Bosnia and Herzegovina and the Directorate for European Integration of Bosnia and Herzegovina. The 2014 and all subsequent service contracts will provide support to the work of the Operating Structures (OSs) in both participating countries and of the Joint Monitoring Committee (JMC) in ensuring efficient set-up, implementation, monitoring and evaluation of the Programme. This will be achieved through the establishment and operation of a JTS whose main office is located in Sarajevo and its antenna in Nikšić. The JTS will be in charge of the day-to-day management of the Programme and will be reporting to the OSs and JMC.

In line with the Terms of Reference for technical assistance under the Programme for the 2014-2016 allocations, the JTS Financial Officer shall discharge his or her duties for at least 330 working days over 3 years of contract duration. He or she will act in close cooperation with DEI’s staff (specifically with the Project Manager and staff of DEI’s Finance Department in charge of executing payments and entering records into the treasury system) and under supervision of the Head of the JTS, be responsible for the following non exhaustive list of tasks:

- Collecting, verifying and processing all financial documents related to service contract;
- Technical check of invoices to verify that VAT exemption procedure is respected;
- Maintenance of financial data records (costs incurred, forecast budget, funds remaining);
- Preparation and submission of progress and final reports (specifically financial reports);
- 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 DEI during audit missions, reviewing audit reports and making comments on financial and contractual matters;
- Assisting the Head of JTS as the Team Leader 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
- Assisting the Head of JTS as the Team Leader and the OSs in preparation and negotiation of the subsequent TA service contract (specifically budget).

Formally, the JTS Financial Officer will be reporting to the Head of JTS as the Team Leader as well as to the Project Manager appointed by the Directorate of European Integration of BiH, which means that monthly reports and timesheets need to be signed by both, the Head of the JTS and the Project Manager.

The working place will be based in the JTS Headquarter. However, the position will require certain time to be spent within DEI's premises, as need occur. The position includes also travelling, mainly throughout the programme area for assisting in organization and attending different events in the field, as appropriate, being responsible mainly for logistical arrangements and matters related to tenders and finances;

B Responsibilities and tasks

The following are the tasks and responsibilities of the JTS Financial Officer structured in accordance with the JTS areas of activity:

Managing technical assistance

- Maintain up-to-date electronic information on finances (costs incurred, funds disbursed and remaining), as well as on the consumption of man-days (experts) under service contract;
- Participate in the preparation of financial reports required under the service contract;
- Participate in preparation and submission of requests for payments under the service contract, including preparation of related documentation and any amendments;
- Calculate the monthly remuneration of experts (key and non-key);
- Participate in preparation of requests for ex-ante approval of costs under the service contract, including travel and per-diem costs for JTS, DEI staff and JMC members;
- Participate in drafting procurement documentation for supplies or services to be sub-contracted under the service contract, including administrative issues (e.g. interpretation, translation, printing promotion materials);
- Review the expenditure verification reports drafted by the auditor of the service contract;
- Participate in management of procurement procedures and contracts, including checks of invoices and related technical documentation.

Calls for Proposals:

- Assist with the organisation of partner search forums, including logistics and matters related to tenders and finances;
- Assist with the organisation of workshops for potential applicants, including logistics and matters related to tenders and finances.

Project monitoring

- Participate in the preparation of Implementation Packages to beneficiaries, particularly in those sections related to financial management and tenders;
- Participate in the organisation of Implementation Seminars for beneficiaries, particularly in those topics related to financial management and procurement;
- Provide support and advice to grant beneficiaries concerning contracting, eligibility of expenditure and financial reporting;
- Review interim and final financial reports submitted by grant beneficiaries, as well as audit reports;
- Advise Lead Partners if financial progress reporting and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution.

Programme monitoring

- Participate in preparation and distribution of documentation for Joint Monitoring Committee meetings;
- Take the lead in collection, analyses and preparation of inputs related to financial implications of programme implementation.

Publicity, visibility and information

- Assist with the organisation of events as indicated in the JTS work plans, timetables for Calls for Proposals, and/or Communication Action Plan, including logistics and management of the relevant financial matters;
- Assist with the preparation, submission and production of printed materials as indicated in the JTS work plans and/or the Communication Action Plan, including management of the relevant financial matters.

Other

- Ensure the immediate reporting of any irregularities identified;
- Ensure that all documents are appropriately filed either in physical or electronic form, or both.
- Fulfilment of any other tasks assigned by the Head of the JTS, including provision of administrative and secretarial support.

Professional requirements

The JTS Financial Officer must fulfil the following conditions and have following qualifications and experience:

Qualifications and skills

- University degree, preferably in economics, or financial management, or business administration;
- Fluency in both written and spoken English and the official languages of Bosnia and Herzegovina and preferably also Montenegrin;
- Good communication skills;
- Computer literacy;
- Driving licence.

General professional experience

- At least 8 years of professional experience after the University degree.

Specific professional experience

- At least 3 years of relevant professional experience in financial/accounting management of projects/programmes funded by the EU or other donors;
- Experience in at least 1 EU-funded projects/programmes in the past 3 years preferably related to EU Service contracts and Cross-border Cooperation in the IPA II beneficiaries is an asset.
- Knowledge and experience with Practical Guide to Contract Procedures for EC External Actions (PRAG) and the relevant national procurement will be an asset.