



TERMS OF REFERENCE

MARRI FINANCIAL OFFICER

Job title	Financial Officer (full time: 40 hours/week)
Status:	Special Service Contract
Duty Station:	MARRI RC, Skopje, Republic of North Macedonia
Starting date:	RIGHT UPON SELECTION
Duration:	12 months, with possibility of extension

Background:

MARRI – the Migration, Asylum and Refugees Regional Initiative – is a regional, inter-governmental organisation, composed of six Participants: Albania, North Macedonia, Bosnia and Herzegovina, Serbia, Montenegro and Kosovo*.

The mandate of MARRI is to strengthen regional migration policies and cooperation, develop professional competences and solutions for complex migration challenges through exchange of information, capacity building and harmonisation of legal framework towards the EU Acquis Communautaire. MARRI promotes closer regional cooperation and a common, comprehensive and harmonized approach of MARRI Participants in the areas of migration, asylum, border control, visa regime, return and integration of refugees.

The MARRI Regional Forum is the principal decision making and steering body of the Initiative, composed of the Ministers of Interiors/ Security from the six Participants and it acts as a platform for coordination among the Participants and for consultations with partners. On a daily basis, MARRI is led by a Presidency-in-Office held by one of the Participants on an annual rotating basis. The Regional Forum is advised by a Regional Committee, with High Representatives from the Ministries of Foreign Affairs of the Participants.

* This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence



MARRI's main executive body is the MARRI Regional Centre (RC) that also serves as Secretariat of the MARRI Regional Forum and Regional Committee. RC is located in Skopje and has a Director (appointed by the Forum of Ministers), six MARRI Participants' Representatives (seconded by the respective Ministries of Foreign Affairs or Ministries of Interior / Security from each national administration), seconded experts and employed staff.

MARRI is strategic partner i.a. of Deutsche Gesellschaft für internationale Zusammenarbeit GmbH (GIZ) and will i.a. implement the German Governmental Project "Preventing and Combating Trafficking in Human Beings in the Western Balkans". The goal of the project is to improve the situation of (potential) victims of trafficking in human beings among the refugee and local population in the Western Balkans and beyond. The duration of this project is 3 years and 6 months. The project will be implemented in accordance with MARRI's and GIZ's internal Rules and Regulations.

Superior

The Financial Officer reports to the MARRI RC Director.

Under the direct supervision of the MARRI RC Director, the successful candidate manages MARRI RC Finances, Pre-accounting and Procurement, but is also responsible for the same of all Projects implemented by the RC, in particular of the project "Preventing and Combating Trafficking in Human Beings in the Western Balkans".

Core responsibilities:

The Financial Officer must adhere to highest ethical and professional standards. The Financial Officer follows the four-eyes-principle in all important matters and always when prescribed by Financial Rules and Regulations of MARRI RC or Donors. In particular, the incumbent will:

Finance & Budget

- Plan budgeting & financing, income and expenditures
- Monitor income, including Annual Contributions from Participants
- Ensure that the financial functioning, products and handlings are in accordance with MARRI's Rules and Regulations



- Ensure that - where applicable - the financial functioning, products and handlings are in accordance with donors' standards, Rules and Regulations
- Monitor all expenses and costs in accordance with MARRI RC's Rules and Regulations
- Provide financial oversights and reporting on all projects
- Prepare ad hoc, monthly, quarterly and annually overviews and analyses of expenditures (budget monitoring)
- Financially calculate all Projects' activities
- Financially calculate travel expenses
- Carry out internal controls (ad hoc / regular) in accordance with MARRI's rules and donors' rules and regulations
- Cooperate with the external Auditing Company
- Follow changes in the legislation and other governmental regulations that might have an effect on the financial part of MARRI

Pre-accounting

- Cooperate with the external accountant
- Check the submitted vouchers and receipts for authenticity, appropriateness, comprehensiveness, allocation to the right categories
- Prepare monthly bank account reconciliation
- Manage cash withdrawals, keep the cashbook, administer bank accounts, prepare and enter vouchers
- Check travel expense statements for approval / disapproval by the Director
- Initiate cash withdrawals for all projects, where appropriate
- Administer the cash and bank book
- requests for funds
- Audit project accounting
- Request return of VAT and excise tax
- Administer the Office car's records, log book, cost sheet

Procurement of goods and services



- Disclose any possible conflict of interest to the Director and seek remedy through the Director
- Prepare brand-neutral ToR for products and services, based on objective needs
- Make neutral and objective market research and price comparison
- Follow the best value for money principle
- Manage Service Providers like IT, Cleaning, Kitchen items, Repair Services
- Keep printers, photocopiers, scanners, phones and other equipment in optimal condition for usability
- Document all steps of decision taking
- File and archive according to MARRI RC's Rules and Regulations, and – if applicable – to Donors' Rules and Regulations

Required Skills and Experience

- University or Academy degree in economics, accounting, book keeping, balancing, procurement finance, public administration, or other related field or documented practical work experience
- At least five years of relevant work experience
- Sound documented financial and administrative skills,
- Strong knowledge of computer applications, especially MS Word, Excel and Outlook
- Fluency in English and at least one Western Balkans local language
- The right to work and reside in Macedonia for the duration of the contract
- Three sound recommendations from non-relatives which will be checked
- Immaculate Police records

All interested candidates should send their CV and Motivation Letter (maximum 1 page) in English language to info@marri-rc.org.mk not later than **4 October 2019** with subject heading MARRI Financial Officer.

Only shortlisted candidates will be contacted for an interview.

MARRI is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion or ethnicity.