



JOB DESCRIPTION
FINANCE and SUPPORT OFFICER

Job title	Finance and Support Officer (full time: 40 hours/week)
Status:	Employment contract under Labour Law of North Macedonia
Duty Station:	MARRI RC, Skopje, Republic of North Macedonia
Starting date:	1 January 2022
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 frameworks 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, preventing trafficking in human beings, 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 Interior/ Security from the six Participants and it coordinates the Participants.

On a daily basis, MARRI is led by a Presidency-in-Office held by one of the Participants on an annually rotating basis. The Regional Forum is advised by a Regional Committee, with High

Representatives from the Ministries of Foreign Affairs of the Participants.

MARRI's main executive body is the MARRI Regional Centre (RC) that also serves as Secretariat of the Presidency-in-Office, 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 Participant, seconded experts, employed staff and interns.

Superior

The Finance and Support Officer reports to the RC Director. The area “Support” encompasses Human Resources Administration (excluding Human Resources Development), Personal Data Protection and Digitalisation. The post holder coordinates with other experts working at the RC. The successful candidate is also responsible for the budget and support of all Projects implemented by the RC, including

* 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

a current, major regional project funded by German government.

Professional and ethical standards

The Finance and Support Officer adheres to highest ethical and professional standards. The Officer follows in financial matters the four-eyes-principle.

Tasks

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 RC's Financial 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 RC's Financial Rules and Regulations
- Provide financial oversights on all projects
- Prepare ad hoc, monthly, quarterly and annually overviews and analyses of expenditures (budget monitoring)
- Financially calculate Projects' activities
- Financially calculate travel expenses
- Carry out internal controls (ad hoc / regular) in accordance with RC'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 the RC

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 financial decision taking
- File and archive according to RC's Rules, and – if applicable – those of Donors

Human Resources Administration

- Administrative preparation of decisions by the RC Director
- Support to administration regarding incoming interns
- Filing and safe archiving of Human Resources documents
- Update of the Director on Human Resources issues in time
- Administrative preparation of staff talks
- Cooperation with Human Resources Development (Unit for Strategic Development and Coordination)

Personal Data Protection

- Under the supervision of the Data Controller (Director) serve as Personal Data Protection Officer
- Liaise with other experts working at the Regional RC
- Implement existing Data Protection concepts and make Data Protection proposals where opportune

Digitalisation

- Further develop the Digital Agenda of the RC
- Contribute to the Digital Agenda Working Group
- Implement existing Digitalisation plans and make proposals where opportune.

Required Skills and Experience

- Degree (BA/MA) in economics, accounting, book keeping, balancing, procurement, finance, law, public administration, social sciences, Human Resources, IT or other related fields - OR - documented training at Certified Auditors or Accountancy Office plus successful practical work experience
- At least three years of relevant work experience, in one of the fields as required by the job description (Finance, Human Resources, Personal Data Protection, Digitalisation)
- Strong knowledge of computer applications, especially MS Word, Excel and Outlook
- Knowledge of Personal Data Protection principles
- Experiences with introducing and coordinating IT based processes
- Fluency in English and at least one Western Balkans local language
- The right to work and reside in North Macedonia for the duration of the contract
- Two recommendations from non-relatives (to be checked)
- No Police records

All interested candidates should send their CV (maximum 5 pages) and Motivation Letter (maximum 1 page) in English language to info@marri-rc.org.mk not later than **12 November 2021** with subject heading "MARRI FINANCE and SUPPORT OFFICER". If no capable candidate is identified, the deadline is extended until a suitable candidate is selected. Only shortlisted candidates will be contacted for an interview. Travel costs are only reimbursed if individually agreed on in written.

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