



Ref. No: 02-6/33

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 September - 1 October 2026, depending on internal procedures
Duration:	12 months, with possibility of extension

Background:

MARRI – the Migration, Asylum, Refugees Regional Initiative – is a regional initiative composed of six Participants.

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.



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

The Finance and Support Officer is responsible for implementing and ensuring proper application of the MARRI RC Financial Rules and Regulations, and his/her tasks include but are not limited to:

Finance & Budget

- Plan budgeting & financing, income and expenditures;
- Monitor income, including Annual Contributions from Participants;
- Ensure that - where applicable - the financial functioning, products and handlings are in accordance with donors' standards, rules and regulations;
- Responsible for the budget and support of all projects;
- Monitor all expenses and costs in accordance with the MARRI RC's Financial Rules and Regulations;
- Provide financial oversights on all projects;
- Prepare ad hoc, monthly, quarterly and annual 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 the MARRI RC's Financial Rules and Regulations 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 MARRI RC;
- Check the availability of funds for any transaction before the transaction as well as the supporting documentation.

Pre-accounting

- Check the submitted vouchers and receipts for authenticity, appropriateness, comprehensiveness, and 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;
- Maintain and administer relevant administrative and financial records, including the Office car logbook, cost sheets, and other required logs and records, in accordance with MARRI RC's Financial Rules and Regulations.

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 MARRI RC's Rules and Regulations, and – if applicable – those of donors;
- Archiving and record keeping according to MARRI RC's Rules and Regulations, and when applicable according to the donor rules.

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;
- Registration/deregistration of employees with the Employment Agency of the Republic of North Macedonia.

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.

Required Skills and Experience

- Degree (BA/MA) in economics, finance, law or social sciences and humanities.
- At least five years of relevant work experience, in one of the fields as required by the job description.
- Strong knowledge of computer applications, especially MS Office.
- Knowledge of Personal Data Protection principles.
- 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.

Knowledge of Pantheon ERP is considered an asset.



All interested candidates should send their CV (maximum 5 pages) and a Motivation Letter (maximum 1 page) in English language to info@marri-rc.org.mk not later than **31 July 2026** with subject heading “MARRI RC 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 not covered.

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.