

## **Terms of Reference (ToR)**

### **WP 1 – D1.2 Finance Manager**

This Terms of Reference defines the responsibilities, requirements, and working conditions for the position of Finance Manager under Work Package 1 (WP1) of the REWASTE project, implemented under the Interreg IPA CBC Programme Greece–North Macedonia.

#### **1. Background**

The REWASTE project aims to strengthen waste management capacities, community awareness, and cross-border cooperation between partner municipalities. WP1 ensures effective project management, coordination, monitoring, and financial oversight. This position supports the financial governance and quality assurance of the project.

#### **2. Objective of the Position**

The objective of the Finance Manager position is to ensure transparent, accurate, and compliant financial processes throughout the project. The expert will monitor expenditures, verify eligibility, prepare financial reports, and support the implementation of the project's quality assurance plan.

#### **3. Scope of Work / Responsibilities**

- Monitor project budget and expenditure progress across all Work Packages.
- Verify eligibility of costs according to PRAG, programme guidelines, and national rules.
- Ensure accurate financial documentation and record-keeping.
- Prepare financial inputs for interim and final project reports.
- Support the Contracting Authority during audits, financial control missions, and monitoring visits.
- Ensure compliance with all financial, contractual, and procurement rules.
- Contribute to the development and implementation of the project's Quality Assurance Plan.
- Ensure transparency and traceability of all financial processes.
- Provide financial risk assessments and recommendations for improvement.
- Collaborate with the Project Manager and administrative staff to ensure timely submission of financial data.
- Coordinate with partners regarding financial documentation and reporting standards.

#### **4. Deliverables**

- Verified expenditure lists and supporting documentation.
- Budget monitoring tables and financial tracking sheets.
- Financial inputs for interim and final project reports.
- Documentation for audits and expenditure verification.
- Contributions to the project's Quality Assurance Plan.
- Timesheets documenting hours worked.

#### **5. Required Profile of the Expert**

- National of North Macedonia.
- University degree in finance, accounting, economics, business administration, or another relevant field.
- Minimum 2 years of experience in financial management, accounting, or project finance administration.
- Experience with EU-funded or donor-funded projects is considered a strong advantage.
- Experience in preparing financial reports, verifying expenditures, or supporting audits.
- Knowledge of accounting principles and financial documentation.
- Ability to interpret financial and contractual rules.
- Strong attention to detail and accuracy.
- Organisational and documentation management skills.

#### **6. Time Allocation**

- Total allocated hours: 100
- Duration: up to 24 months, according to project needs and approved timesheets

*(The financial terms of the engagement shall be defined in the contract)*

#### **7. Required Documents**

Applicants applying for this position shall submit the following documents:

- **Curriculum Vitae (CV)**
- **Notice Letter / Declaration of Interest**, clearly indicating the position applied for (**Finance Manager (WP1 / D1.2)**)