

Terms of Reference (ToR)

WP5 – D5.3 Financial Manager: Recommendations & Financial Structures for Sustainability

This Terms of Reference outlines the responsibilities and qualifications required for the Financial Manager engaged under WP5 – D5.3 of the REWASTE project, responsible for developing recommendations and sustainable financial structures aligned with EU and national circular economy frameworks.

1. Background

WP5 focuses on capitalisation, replication, and long-term sustainability. Under D5.3, the project requires continuous expert support to analyse financial pathways, create sustainable financing models, and prepare recommendations aligned with EU circular economy principles and national policies.

2. Objective

The Financial Manager will provide expert support to design sustainable financial structures, analyse financial models for circular economy implementation, and prepare strategic recommendations.

3. Responsibilities

- Analyse financial models for circular economy systems at municipal level.
- Prepare recommendations aligned with EU financial frameworks and national policies.
- Design sustainable financing structures for long-term implementation.
- Perform economic assessments and scenario analysis.
- Consult with stakeholders and project partners regarding financial viability.
- Prepare financial guidance for replication and sustainability strategies.
- Contribute to WP5 reports and documentation.
- Submit timesheets and required reporting materials.

4. Deliverables

- Financial Analysis Report
- EU/National Recommendations Document
- Sustainable Financial Structures Proposal
- Inputs for WP5 Capitalisation Strategy
- Timesheet documentation

5. Required Profile

- 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.
- Organizational and documentation management skills

6. Time Allocation

- Total hours: 150
- Duration: up to 12 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 (WP5 / D5.3)**)