



July, 2011

Recruitment of Short-Term Expert (STE):

EU funded project "Technical Assistance for Support DIS Institutions"

Deadline 14 July 2011

Vacancy Announcement

CALL FOR:

SHORT-TERM EXPERT IN THE FIELD OF ACCOUNTING

The Project "**Technical Assistance for Support DIS Institutions**", financed by the European Union is launching a call for applications for the recruiting of a short-term expert in the field of accounting.

The overall objective of the project is to assist the **National Fund and Central Financing and Contracting Department at the Ministry of Finance** in complying with the practical requirements in terms of sound financial management practices and accounting laid down by the EC in all documents relating to IPA.

Eliminatory criteria:

- Minimum university degree in Economics Financial management and accounting (where university degree has been awarded after 3 years of study in a recognised higher education institution);
- Excellent command of both written and spoken English;
- Holding relevant certificate in the field of accounting and financial management;
- At least 3 years professional experience in conducting accounting in public sector entities;
- At least 7 years professional working experiences in the field of financial management and accounting;
- Full computer literacy;
- Knowledge of EU institutions and funding.

Specific direct inputs required

The Expert's assignment will focus on support the NF and CFCD in providing the following specific inputs:

- Review of the accounting procedures in the current Manuals of Procedures for both CFCD and NF and checking on their compliance with IPSAS and national legislation;
- Further upgrading the procedures for recording the fixed assets, where appropriate;
- Review of codification system, chart of accounts, procedure for recording irregularities;
- Review of all templates and checklists which make part of accounting POG;



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- Assistance in preparation of Financial Statements (for both CFCD and NF) as well as preparation of Consolidated Financial Statements;
- Assistance in solving the issue of exchange rate and exchange rate differences;
- Assistance in simulation on recording of transactions (for different types of contracts), performing different types of reconciliation and preparation of financial Statements;
- Assistance in the integration of the DIS accounting system under establishment with the Ministry of Finance's existing management accounting system, development of necessary procedures, where appropriate.

During the course of the assignment the Expert should take due account of the requirements in terms of sound financial management practices and accounting laid down by the EC in all documents relating to IPA.

Applicants should submit comprehensive curriculum vitae in English and in EU format along with scanned copies of proves for education grade obtained and working experiences.

Only short-listed candidates will be invited for an interview.

Deadline for receiving the applications is 14 July 2011, 16.30 p.m. Applications should be sent to traicevska@lattanziogroup.eu

Any applications received after the indicated deadline will not be taken into consideration.

All applied candidates must be independent and free from conflicts of interest in the responsibilities accorded to them. Candidate applications will be assessed against eliminatory criteria.

Civil Servants and other staff of the public administration of the beneficiary country cannot be recruited as experts.

Closing date for applications is the 14 July 2011.

Се објавува горенаведената позиција за потребите на проектот „Техничка помош за поддршка на институциите за ДИС“ финансиран од Европската Унија. Краен рок за пријавување е 14 Јули 2011 година.



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