**Terms of Reference - Accounting Specialist**

1. **Background**

The project for establishing a "System for coordination in planning, implementation, monitoring and evaluation of the policy for balanced regional development" (SiReRa) aims to contribute to the EU integration process by adopting the principles for balanced regional development of the Republic of Northern Macedonia, in line with EU practices.

The project is implemented by the Cabinet of the Deputy Prime Minister of the Republic of Northern Macedonia in charge of economic affairs and coordination of economic sectors (CDPMEA) and the Ministry of Local Self-Government (MLS), with financial support from both institutions and the Swiss Agency for Development and Cooperation (SDC).

As a result of the project implementation, the Government will be able to allocate and implement funds for balanced regional development in a transparent and predictable manner according to the level of development of the planning regions, and the Centers for Regional Development in all eight planning regions, especially in the less developed ones, will improve their effectiveness and efficiency.

The project has a multi-level approach that includes multiple target groups and main users:

* National level - ministries and agencies involved in the implementation of projects and programs of regional character;
* Regional and local level - Centers for development of planning regions, councils for development of planning regions and municipalities.

Planned project results are:

1. Establishment of an IT-based system for monitoring the implementation of national funds for balanced regional development
2. Increasing transparency regarding the allocation of the regional development budget
3. Increasing the capacities of the stakeholders (line ministries, regional development centers, municipalities)
4. **Purpose of the engagement and scope of the services / tasks**

The Accounting Specialist is responsible for the financial activities part of the project. He/she will manage the finances of the project and monitor the realization of the procurement plan for implementation of the SiReRa system.

More specifically, the **responsibilities and tasks** of the Accounting Specialist are as follows:

* Follow internal accounting procedures and policies to ensure financial security is maintained.
* Maintain accounts by recording, identifying and verifying financial transactions.
* Assist in the preparation of the project budget to help meet all financial goals.
* Process and organize invoices to ensure bills are paid and received in a timely manner.
* Manage and update payroll information to ensure all team members get accurate compensation.
* Review ledgers, statements and balance sheets for accuracy.
* Record financial information and provide summaries when necessary.
* Recommend actions to stop misuse of budget and reduce loss.
* Collaborate with others in PIU to ensure all financial actions are accurate.

**Required Qualifications**

* Academic background in the field of finance, economics.
* At last 5 years experience in the field of accounting.
* Experience in accounting operations with funds from donations and national budget funds as well as experience in budget users accounting operations will be considered as an advantage.
* Excellent record keeping and documentation skills.
* Excellent knowledge of the Macedonian language, both written and spoken.
* Good knowledge of the English language, both written and spoken.
1. **Working conditions**

The Consultant's working day is office work or work from home, as necessary and approved previously by the Client.

1. **Timing and Level of Effort**

The initial Contract shall be concluded up to one year and may be extended for the duration of implementation of the Project, based on the annual work evaluation and subject to satisfactory performance of the consultant.

1. **Outputs/Deliverables, Workload and Deadlines of the Accounting Specialist**

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|  | **Output/Deliverable** | **Indicative workload (days)** | **Deadline** |
|  | Accounting and Bookkeeping Services (60 weeks / 1 day per week)* Assist in the preparation of the project budget to help meet all financial goals
* Process and organize invoices to ensure bills are paid and received in a timely manner
* Perform accounting evidence of transactions on timely basis
* Manage and update payroll information to ensure all team members get accurate compensation
* Review ledgers, statements and balance sheets for accuracy
* Record financial information and provide summaries when necessary
* Recommend actions to stop misuse of budget and reduce loss
* Maintain accounts by recording, identifying and verifying financial transactions
* Follow internal accounting procedures and policies to ensure financial security is maintained
* Matching the accounting evidence with the financial report prepared, identify deviations (if any) and analyze and investigate the reasons for the deviations
* Conduct payment and financial reporting using consistent exchange rate rules, for any expenditure reported
* Maintaining a fix asset register with evidence for each asset purchased (description of the asset, value at cost, date of purchase, estimated useful life, amount of the depreciation for the year, accumulated depreciation, current value of the asset, etc. and ensure that assets purchased are evidenced the Balance Sheet of the Project; ensure that inventory count procedures is implemented and regular review of the alignment between the material condition and the financial evidence is performed at least once a year, preferably at the year end (31.12)
* Collaborate with others in the accounting department to ensure all financial actions are accurate
 | 60 | Monthly |

*The budget for the deliverable is payable on a monthly bases through equal portions*