

Ref. No.: PIU EXT 01-01-2024
4 January 2024

FINANCIAL AND ACCOUNTING OFFICER
VACANCY NOTICE AT THE
PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY

The Permanent Secretariat of the Transport Community is announcing a vacancy call for a full-time position of:

FINANCIAL AND ACCOUNTING OFFICER

for the Project Implementation Unit (PIU) financed by the EU Grant NDICI-GEO-NEAR/2023/452-688

1. Overall Scope

European Commission approved grant funding (NDICI-GEO-NEAR/2023/452-688) to the Transport Community Permanent Secretariat related to progressive involvement of Georgia, the Republic of Moldova, and Ukraine in the activities of the Transport Community. To ensure the proper financial administration of the grant contract, the Transport Community intends to engage on a full-time basis a Financial and Accounting Officer.

The purpose of engaging a Financial and Accounting Officer is to provide proper grant finance administration and support, all in line with the grant contract conditions. The Financial and Accounting Officer shall work under the direct supervision of the Head of Project Implementation Unit (PIU), who will be responsible for the overall activity of the PIU.

2. The Transport Community

The Transport Community is an International Organisation in the field of mobility and transport, established by the Treaty establishing the Transport Community ("the Treaty") signed on 9 October 2017. It has 36 participants: the European Union member states, Republic of Albania, Bosnia and Herzegovina, Kosovo* , Montenegro, the Republic of North Macedonia, and the Republic of Serbia as well as the three Observing Participants – Georgia, Republic of Moldova and Ukraine. Transport Community is working on integrating Western Balkans' transport markets into the EU by assisting the six Western Balkan regional partners among themselves and with the EU. The aim of the Treaty, therefore, is the creation of a Transport Community in the field of road, rail, inland waterway, and maritime transport as well as the development of the transport network between the European Union and the South East European Parties (SEE).

3. The Secretariat

The Permanent Secretariat of the Transport Community ("the Secretariat") is one of the institutions set up under the Treaty. Being the only institution with permanent staff, it provides administrative support to the other institutions of the Transport Community (the Ministerial Council, the Regional

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

Steering Committee, the technical committees, and the Social Forum), acts as a Transport Observatory to monitor the performance of the indicative extension of the comprehensive and core TEN-T networks to the Western Balkans and supports the implementation of the Connectivity Agenda aiming to improve links within the Western Balkans as well as between the region and the European Union. It also reviews the implementation of the obligations under the Treaty.

The working language of the Transport Community is **English**.

The Secretariat is located at Masarikova 5, 11000 Belgrade, Serbia.

4. The Project Implementation Unit (PIU)

The Project Implementation Unit (PIU) within the Transport Community Permanent Secretariat is being established for steering of all planned activities, administrative and financial management of the project NDICI-GEO-NEAR/2023/452-688, which supports participation and progressive involvement of the Observing participants to the Transport Community Activities.

5. Position of the Financial and Accounting Officer

The Financial and Accounting Officer will provide overall financial implementation of the Project and support procurements during the grant implementation (NDICI-GEO-NEAR/2023/452-688). He/She shall make sure that all financial requirements of the grant are properly observed.

Tasks and responsibilities of the Financial and Accounting Officer will include all accounting, budgetary and financial processes related to the grant implementation as described in General conditions applicable to European Union – financed grant contracts for external actions (https://www.transport-community.org/wp-content/uploads/2024/01/Annex_II_e3h2_gencond_en.pdf), which include, but are not limited to:

- Plan, monitor and control the grant's accounting, financial and budgetary operations and procurements as defined by grant conditions;
- Prepare financial reports as requested by the grant conditions, alongside with the payment requests;
- Secure that all money transactions are accurate and that all transactions are meeting eligibility criteria as by the grant applicable rules;
- Prepare and process monthly payrolls and maintain payroll data;
- Prepare and review budget, revenue, expenses, payroll entries, invoices and other related documents;
- Keep accurate and regular accounts of the implementation of the action using an appropriate accounting and double-entry book-keeping system;
- Ensure that any financial report can be properly and easily reconciled to the accounting and bookkeeping system and to the underlying accounting and other relevant records. Shall prepare and keep appropriate reconciliations, supporting schedules, analyses and breakdowns for inspection and verification;
- Support and closely observe grant procurements respecting grant procurement basic principles;
- Coordinate preparation of expenditure verification report as per grant requirements;
- Ensure that all records, accounting and supporting documents related to the grant contract are properly recorded and kept for five years following the payment of the balance and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim has been disposed of;

- Draft notes/briefings relating to the grant execution and advise the Head of PIU or TCT Secretariat or Director or Deputy Director on all subjects pertinent to financial issues;
- To carry out other related tasks in the interest of the Transport Community, according to the instructions of the Head of PIU or TCT Secretariat Director or Deputy Director.

6. Eligibility criteria:

To be considered for the position, applicants must meet the following eligibility criteria by the closing date for applications:

- **Citizenship:** Being a citizen of one of the Member States of the European Union, of the South East European Parties, or observing participants (Georgia, the Republic of Moldova, and Ukraine), enjoying full rights as a citizen.
- **Education:** University degree in finance or accounting – a level of education which corresponds to completed university studies of at least four years attested by a diploma.
- **General professional experience:** Have at least five years of post-graduate experience acquired after the required qualifications referred to it above;
- **Specific professional experience:** Out of the years of general professional experience acquired, at least three years of experience in dealing with financial issues and accounting.
- **Languages:** Have excellent knowledge of spoken and written English;
- **Age Limit:** At the deadline for applications, be able to complete the full mandate before the end of the month in which she or he reaches the age 66.
- **Travel requirements:** low.

7. Selection criteria:

Applicants will be assessed based on the following selection criteria:

1) Technical skills

- Proven experience in financial administration, administering and executing financial processes and transactions;
- Proven capacity in resolving operational problems;
- Ability to perform work of confidential nature and handle a large volume of work;
- Ability to write narrative reports;

2) Technical knowledge

- Proficient knowledge of financial software, Microsoft Office tools, especially Excel spreadsheets; Working experience using the ERP financial software will be considered an advantage;
- Experience in procurements under EU financed actions;
- Computer literacy (Microsoft office);
- Proven experience with finance and accounting-related issues.
- Experience in drafting financial statements;
- Experience with finance management and accounting of EU financed grant would be considered an advantage;

3) Communication

- Excellent ability to communicate orally and in writing;
- Excellent knowledge of English orally and in writing;
- Good interpersonal skills.

4) Other

- Ability to work with people of different nationalities, religions, and cultural backgrounds and

- displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Demonstrates professional competence to meet responsibilities and task requirements, and is conscientious and efficient in meeting commitments, observing deadlines, and achieving results;
 - Availability at the earliest convenience would be an advantage.

8. Time frame and location

The Financial and Accounting Officer will be engaged within the period of the grant implementation, with a probation period of six months and will be based in the premises of the Transport Community Permanent Secretariat in Belgrade.

The contract will be concluded for the period up to the 31 December 2025. Possibility of renewal shall be subject to a further grant approval as well as to work performance.

Expected starting date: 1 March 2024; availability at the earliest convenience would be considered an advantage.

9. Remunerations and Employment Conditions

The Contract will be signed for full-time employment, i.e. 40 working hours a week.

The gross monthly salary envisaged for this position is between EUR 4.500-4.750, depending on the overall experience.

10. Independence and declaration of interests

The person appointed will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests which might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

11. Selection and appointment

A selection panel will be set up for the selection process. This Panel will invite applicants with the best profile for the specific requirements of the post to an interview, selected based on their merits relevant to the post according to the criteria as set forth above.

Candidates will undergo a written test and interviews that will take place at the Transport Community Permanent Secretariat headquarters unless differently decided.

Following the interviews, Transport Community Permanent Secretariat will inform the candidate selected for the job within five working days.

Shortlisted but not selected candidates, who have been interviewed but not retained for the position, will be informed by e-mail. The candidates can submit a complaint against this decision within five calendar days following the receipt of the e-mail. The Permanent Secretariat of the Transport Community shall reply to the candidates within five calendar days, from the date of the receipt of the complaint.

The candidates who were not shortlisted will be informed by email and can submit a complaint against this decision within five calendar days following the receipt of the e-mail. Any argument must be based on the initial application. No additional information will be taken into consideration. The candidate shall receive a reply within five calendar days, of the date the complaint has been received.

The complaint communicated by the non-selected candidates shall not postpone the unanimous decision of the Selection Panel.

12. Equal opportunities

The Transport Community applies a policy of equal opportunities and non-discrimination following the Rules for Recruitment, working conditions, and geographical equilibrium of the Transport Community Permanent Secretariat's Staff.

13. Application procedure

Candidates must submit their applications, via e-mail to the email address: vacancies@transport-community.org

For the application to be valid following needs to be provided:

1. A motivation letter;
2. A Curriculum Vitae (CV) in English. The CV must be drafted using the Euro pass CV format²;
3. Copies of diplomas or certificates of studies;
4. A Copy of the passport;
5. Two employer references confirming the general and specific professional experience;
6. Work certificates or employment contracts confirming candidates' general working experience;
7. A signed declaration using the attached form in Annex.

Incomplete applications will not be taken into consideration.

To facilitate the selection process, all communication with applicants concerning this vacancy will be in English.

Applications, clearly specifying the job for which the candidate applies, shall be sent by email to vacancies@transport-community.org

Applicants are asked to report any change of address in writing without delay to the address above.

Any request for additional information shall be communicated via e-mail to the email address: vacancies@transport-community.org

14. Closing date

Applications must be sent by email **no later than 3 February 2024, 23.59 PM, CET** (date of the e-mail received by the Secretariat).

The Permanent Secretariat of the Transport Community reserves the right to extend the closing date of this vacancy by publication of notification at the TCT webpage: <https://www.transport-community.org/> .

Shortlisted candidates will be contacted to schedule the interviews. The interviews will be organized in person, unless differently decided and before the interview, the test will be scheduled. All information will be communicated no later than a week before the date of interview.

² The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

15. Important information for applicants

Applicants are reminded that the work of the Selection Panel is confidential. It is forbidden for applicants to make direct or indirect contact with members of the Panel or for anybody to do so on their behalf.

16. Protection of personal data

The Selection Panel will ensure that candidates' personal data are processed as required by the Regulation on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data ³.

³ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data

ANNEX: Applicant's declaration

Language skills:

Mother tongue:

Other languages:

APPLICANT'S DECLARATION

- 1) I, the undersigned, declare that the information provided in this application form and its enclosures is correct and complete.
- 2) I declare that:
 - a. I am a national of one of the Member States of the European Union or one of the South East European Parties as listed in the Treaty establishing the Transport Community and enjoy my full rights as a national.
 - b. I have fulfilled any obligation imposed on me by the laws concerning military service.
 - c. I can produce appropriate character references to prove my suitability for the performance of the envisaged duties.
- 3) Upon request, I will provide supporting documents concerning the three points 2) a., b. and c. above promptly, and I recognise that, if I do not provide such documents, my application will not be considered.
- 4) If selected for this post, certified or, notarised copies of all documents stated under aforementioned point 9 will be provided within ten working days from the day of receiving the request. I recognise that, if I do not provide such documents, my application will not be further considered.
- 5) I am aware that the following supporting documents are essential for the admissibility of my application form:
 - a. Documents proving the date of birth, nationality and residence;
 - b. Diplomas or certificates of studies at the level required;
 - c. Employer references, work certificates or employment contracts;
- 6) I declare that I have not been subject to a penal or disciplinary condemnation (public service or professional bodies) and that I am not subject to disciplinary or criminal proceedings.
- 7) I am aware that any false declaration may result in the cancellation of my application or, if necessary, the termination of the employment agreement with the Permanent Secretariat of the Transport Community.

.....

Date

.....

Signature