

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 the:

FINANCIAL AND ACCOUNTING OFFICER

1. The Permanent Secretariat of the Transport Community

The Transport Community is an international organisation established by the Treaty¹ (TCT), signed on 9 October 2017 by the following Contracting Parties: the European Union, the Republic of Albania, Bosnia and Herzegovina, Kosovo *, Montenegro, the Republic of North Macedonia and the Republic of Serbia. As of November 2022, Ukraine, the Republic of Moldova and Georgia are Observing Participants in the Transport Community bodies.

The Transport Community is based on the progressive integration of transport markets of the South East European Parties into the European Union transport market based on the relevant *Acquis*, including the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, applicable to all modes of transport, apart from air transport.

The Permanent Secretariat of the Transport Community ("the TCT Secretariat") is one of the institutions set up under the Treaty.

The TCT Secretariat provides administrative support to the other institutions of the Transport Community (the Ministerial Council, the Regional 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 TCT Secretariat is located in Belgrade, Serbia.

2. The post of the TCT FINANCIAL AND ACCOUNTING OFFICER

The Transport Community is searching for a skilled, dedicated, analytical and highly motivated candidate who will be dealing with the overall finance and accounting tasks of the TCT Secretariat, preferably with international experience (working in/for big international organisations), with a pragmatic and problem-solving attitude. The role of the Financial and Accounting Officer fulfils the functions of the Accounting Officer as set out in the Transport Community Financial Rules (https://www.transport-community.org/wp-content/uploads/2023/01/Decision-No.-2022-02_Revised-Procedure-Financial-Rules.pdf), section on

¹ <https://www.transport-community.org/wp-content/uploads/2022/10/treaty-en.pdf>

* 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.

Financial Actors — “Accounting Officer”), including responsibilities for treasury, payments / receivables, keeping the accounts, and preparing/presenting the annual accounts; to
Lead and coordinate all accounting, budgetary, and financial processes to ensure compliant, timely, and accurate stewardship of the Transport Community’s resources.
Selected candidate shall work under the supervision and coordination of the TCT Secretariat Director and Deputy Director and upon need, might supervise the work of colleagues engaged to provide administrative support.

Portfolio of the Financial and Accounting Officer shall comprise of the following tasks and activities:

A) Strategic Planning & Budgeting

- Prepare annual and multi-annual financial plans and resource allocations aligned to organisational objectives.
- Coordinate the annual budget cycle; consolidate inputs, challenge assumptions, and prepare decision packs.
- Monitor budget execution and ensure implementation of commitment and payment appropriations in line with the approved budget and multi-annual estimates.

B) Financial Operations & Accounting (incl. statutory Accounting Officer tasks)

- Act as the Accounting Officer under the Financial Rules.
- Ensure proper implementation of payments, collection of revenue, and recovery of amounts receivable.
- Keep the accounts and maintain ledger integrity (chart of accounts, journal entries, accruals, provisions).
- Prepare and present the annual accounts for the previous financial year for validation by the Director.
- Own and implement the accounting rules and methods and maintain the chart of accounts; validate accounting systems and ensure they produce reliable information.
- Manage treasury and cash (safekeeping of monies/assets; payment runs; bank relationship).
- Maintain 3-way-match discipline (PO–GRN–Invoice) and ensure correct coding (GL / cost centre / project).
- Review supporting documentation for completeness, eligibility, and correct coding prior to posting/approval.
- Prepare and process monthly payroll; post payroll journals and reconcile payroll-related accounts.
- Review and process official travel expenditure.

C) Financial Control, Compliance & Treasury

- Maintain internal controls over debit cards, bank, receivables/payables, commitments, and fixed assets.
- Ensure legality, regularity, and completeness of transactions and supporting documentation.
- Enforce segregation of duties; manage access rights and delegations consistent with the Financial Rules.
- Perform and document reconciliations (bank, suppliers, customers, suspense/clearing) on regular basis.

D) Reporting & Performance (incl. statutory Accounting Officer tasks)

- Produce periodic management reports (budget vs actuals, cash flow, commitments, aged AP/AR) and variance analyses.
- Prepare contribution/revenue statements (including any potential revenue in line with Article 31, Chapter IV, if applicable) and execution dashboards.
- Compile the financial management chapter of the Annual Operational Report.

E) Procurement & Commitments

- Validate budget availability and commitment control prior to procurement launches/awards.
- Record and monitor financial obligations, pre-financing, advances, guarantees, and retentions across contract lifecycles.

- Upon need, contribute to preparation of Terms of References / Specifications, and evaluation of tenders
- Coordinate with Procurement on exceptions, change orders, and contract close-out from a financial perspective.

F) Audit & Assurance (incl. statutory Accounting Officer tasks)

- Lead audit readiness, provide certified accounts/supporting ledgers, and coordinate auditor requests.
- Implement audit recommendations and continuous improvements to controls and reporting.

G) Stakeholder Liaison & Governance

- Liaise with the Budget Committee, The Regional Steering Committee and the European Commission on budgetary, financial, planning, reporting, and audit matters.
- Provide timely briefings, dashboards, and responses on execution, variances, and risks.

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

- **Citizenship:** Be a citizen of one of the Contracting Parties of the Transport Community Treaty, enjoying full citizen rights.

- **Education:** A university degree in Accounting, Finance, Economics or similar relevant field is required - a level of education which corresponds to completed university studies of at least three years degree, attested by a diploma. Professional qualifications in accountancy (e.g., ACCA, CPA) are going to be considered an asset.

- **General professional experience:** Have at least seven years of post-graduate progressive experience acquired after the required education qualifications referred to it above in the field of financial management and accounting in similar or bigger international organisations. Only appropriate professional experience acquired after achieving the minimum qualification stated in the previous paragraph shall be taken into consideration.

- **Specific professional experience:**

- Minimum five years of hands-on experience with ERP / finance systems (SAP, ORACLE, Navision, SAGE, or similar).

- Drafting and compiling financial statements in accordance with IPSAS (International Public Sector Accounting Standards)

- Experience with the audit process, internal controls and treasury.

- **Languages:** Have an excellent ability to communicate in English orally and in writing He/she should have the capacity of explaining complex finance issues in a plain, straightforward language.

- **Age Limit:** Staff members shall retire at the end of the last day of the month in which they reach the age of retirement as applicable in their place of recruitment. Therefore, at the deadline for applications, the applicant shall be able to complete the full three-year mandate before the end of the month in which she or he reaches the retirement age.

- **Travel requirements:** low.

4. Selection criteria:

Applicants will be assessed on the basis of the following selection criteria:

1) Technical skills

- Demonstrated experience in financial management and reporting in English (financial statements, budgets, narratives).
- Hands-on financial tracking (commitments, actuals, pipelines).

- Good understanding of general procurement principles and procedures, familiarity with rules and best practices.
- Accounting experience in an international organisation or comparable multi-donor/public environment.
- Strong service orientation and effective interpersonal skills when supporting non-finance colleagues.

2) Technical knowledge

- Proven administration and financial management capability (process discipline, internal controls, documentation).
- ERP competence beyond data entry - solid understanding of data structures, controls, standard reporting, and end-to-end process flows (e.g., SAP, Oracle, Microsoft Dynamics, SAGE).
- Confident user of Microsoft Office, including advanced Excel and routine use of Windows environments.

3) Other qualifications required:

The TCT Secretariat is looking for:

- Detail oriented and organised person;
- Collaborative, team-oriented individual with high ethical standards and appropriate professional image;
- Proactive, forward-thinking person with a proven capacity to work well with minimal supervision;
- Capable of performing well under pressure, prioritising tasks and meeting short deadlines;
- Team spirit and ability to adapt quickly to a changing working environment;

The required assets that will be considered suitable:

- Experience in dealing with EU institutions will be considered as asset;
- Work experience in an multicultural environment would be considered an asset;
- Knowledge of any other official language of the Contracting Parties is considered an asset;
- Availability at the earliest convenience would be an advantage.

5. 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.

6. Selection and appointment

A Selection Panel will be set up for the selection process.

Shortlisted candidates will be contacted to schedule the interviews. Interviews will take place at the Transport Community Permanent Secretariat headquarters in Belgrade unless differently decided. They may be also invited to a written test.

Following the interviews, the Permanent Secretariat of the Transport Community will inform the candidate selected for the job by email.

Only shortlisted candidates will be contacted.

7. 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 Staff³.

In line with the TCT Recruitment Rules, Article 41: *"The recruitment shall be open to competition among*

³ https://www.transport-community.org/wp-content/uploads/2019/11/transport-community-staffrules_annexe1.pdf

internal candidates and any other applicants, based on equal opportunity standards. Among candidates with equal qualifications and experience, preference shall be given to internal applicants."

8. Conditions of employment⁴

Employment shall be governed by the Staff Regulations of the Permanent Secretariat of the Transport Community <https://www.transport-community.org/staff-regulations/>

The person selected for the position will be appointed as a staff member of the Transport Community for a three-year period, with a probation period of six months. The contract may be renewed based on performance and is subject to a decision by the Director.

The place of employment is Belgrade, where the Transport Community Permanent Secretariat is based.

Indicative monthly salary will be EUR 4,500.00 to EUR 4,800.00 depending on the level of experience

In line with the decisions adopted by the TCT Regional Steering Committee, Secretariat Officials are also entitled to relocation reimbursement (in line with the applicable Rules: <https://www.transport-community.org/wp-content/uploads/2023/02/rsc-decision-3.pdf>) as well as the health and pension contribution (in line with the applicable Rules: <https://www.transport-community.org/wp-content/uploads/2021/06/RSC-Decision-04.pdf>)

Indicative start date of employment: December 2025.

Availability at the earliest convenience would be an advantage.

9. Application procedure

To facilitate the selection process, all communication with applicants concerning this vacancy will be in English. Candidates must submit their applications via email to the following email address: vacancies@transport-community.org *clearly specifying the job for which the candidate applies,*

For the application to be valid, the 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 format⁵ given in the link below;
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.

All documents shall be submitted in English language, with at least courtesy translation.

Incomplete applications and applications received after the deadline will not be accepted.

If selected for the position, the candidate shall submit all supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) in English language or official court certified translation in English language.

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

Any additional information may be requested by sending an email to: vacancies@transport-community.org

⁴ More details can be found in the Staff Regulations of the Transport Community webpage <https://www.transport-community.org/staff-regulations/>

⁵ The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

10. Closing date

Applications must be sent by e-mail no later than **23 November 2025, 23:59 CET** (date of the email received by the Secretariat).

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

11. 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 the members of the Selection Panel or decision makers in the Transport Community Permanent Secretariat or for anybody to do so on their behalf.

12. Protection of personal data

The Selection Panel will ensure that candidates' personal data are processed in line with the TCT Personal Data Protection Policy which applies to the confidentiality and security of such data ⁶.

⁶ https://www.transport-community.org/wp-content/uploads/2025/05/Administrative-Instruction-on-TCT-Personal-Data-Protection-Policy_29052025.pdf

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 abovementioned 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.

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Date

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Signature