Ref. No.: PIU 526-01-2026
24 November 2026

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-ENEST/2026/492-150

1. Overall Scope

European Commission approved grant funding (NDICI-GEO-ENEST/2026/492-150) 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, Financial and Accounting Officer.

The purpose of engaging 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 (Head of 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 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.

* 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

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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-ENEST/2026/492-150, as well as to provide expertise for the different transport modes and to support 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-ENEST/2026/492-150). He/She shall make sure that all financial requirements of the grant are properly observed and maintained.

The Financial and Accounting Officer shall be directly and personally responsible for the execution and completion of tasks assigned to the position under the grant. The Officer is expected to independently perform the duties and responsibilities outlined below, taking ownership of their timely and accurate execution and ensuring compliance with the applicable EU grant requirements and internal procedures.

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/2026/11/Annex-II-General-conditions.pdf), which include, but are not limited to:

- **Financial management and budget monitoring:** Plan, monitor and control the financial implementation of the grant, including budget preparation and revisions, budget execution, expenditure forecasts, financial commitments and payments, ensuring compliance with the approved budget and applicable grant conditions.
- **EU grant compliance and financial reporting:** Ensure that all financial operations and expenditure comply with the applicable grant contract, including its General Conditions, approved budget and other relevant provisions, with particular attention to expenditure eligibility, applicable cost categories and supporting documentation. Prepare financial reports (financial statements/expenditure reports etc) and payment requests in accordance with the contractual deadlines and requirements, ensuring their accuracy, completeness and consistency.
- **Accounting, bookkeeping and internal control:** Maintain accurate and up-to-date accounting records using an appropriate double-entry bookkeeping system, ensuring that all transactions are properly recorded and supported by adequate documentation. Review invoices, contracts, payroll records and other supporting documents to verify the accuracy and eligibility of expenditure. Prepare and maintain financial reconciliations, supporting schedules and expenditure breakdowns, ensuring that financial reports are traceable to the accounting system and underlying records, and identify and report discrepancies, irregularities and potential compliance risks.
- **Payroll administration:** Prepare and process monthly payrolls for the Project Implementation Unit staff (7 employees), maintain payroll records and supporting documentation, and ensure the accurate recording of salary costs and related expenditure in accordance with applicable rules and procedures.

- **Procurement support and compliance:** Support and monitor procurement procedures financed under the grant, ensuring compliance with the applicable procurement provisions of the grant contract and relevant internal procedures. This includes supporting the preparation and review of procurement documentation, checking budget availability, verifying supporting records and maintaining a clear audit trail.
- **Expenditure verification and audits:** Coordinate the preparation of expenditure verification reports and provide the necessary financial records and supporting documentation for external expenditure verifications, audits, financial checks and other control procedures required under the grant contract.
- **Document management and record retention:** Ensure that all accounting records, invoices, contracts, procurement files, payment records and other supporting documents relating to the grant are properly organised, accessible and retained for the period stipulated in the grant contract and applicable rules, including any extensions required due to ongoing audits, verifications, appeals, litigation or claims.
- **Financial advice and reporting:** Prepare financial analyses, notes, briefings and other documents relating to grant implementation, and advise the Head of the PIU, the Director and the Deputy Director on financial management, budget execution, expenditure eligibility and compliance matters.
- **Other duties:** Perform other related tasks in the interest of the Transport Community, as assigned by the Head of the PIU, the Director or the 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 and similar – 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 EU Grants financial issues and accounting.
- **Languages**: Have excellent knowledge of spoken and written English;
- **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.

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;

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- Ability to perform work of confidential nature and handle a large volume of work;
- Ability to independently perform and take full ownership of assigned financial, accounting, budgetary and reporting tasks, ensuring their accurate and timely completion
- Ability to write narrative reports;

2) Technical knowledge

- Proficient knowledge of financial software; working experience using the ERP financial software will be considered an advantage;
- Proven experience in procurements under EU financed actions;
- Computer literacy (Microsoft office) with profficiency in Microsoft Excel;
- Proven experience with finance,accounting and/or audit-related issues.
- Experience in drafting financial statements;
- Experience with EU financed grants finance management, accounting and/or audit ;
- Possession of a recognised professional qualification in auditing or accounting, will 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 2028. Possibility of renewal shall be subject to a further grant approval as well as to work performance.

Expected starting date: 1 February 2027; 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 5.500,00 – 5.750,00, 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.

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11. Selection and appointment

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

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

Not selected candidates will be informed by email.

12. Equal opportunities

The Transport Community applies to 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[2].

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

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 format[3];
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 with at least courtesy translation.

Incomplete applications will not be taken into consideration.

Furthermore, required eligibility criteria must be fulfilled by the candidate to be considered for the further steps of selection process. Consequently, the candidate who does not fulfil requirements will be automatically eliminated from the selection process. 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

[2] https://www.transport-community.org/wp-content/uploads/2019/11/transport-community-staffrules_annexe1.pdf
[3] The Europass CV can be downloaded from the website: https://europass.europa.eu/en

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14. Closing date

Applications must be sent by email **no later than 24 December 2026**, 23.59 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/ .

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 Pannel 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 in line with the TCT Personal Data Protection Policy which applies in particular to the confidentiality and security of such data[4].

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

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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, or Observing Participants (Georgia, the Republic of Moldova, and Ukraine) 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 13 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 toa penal or disciplinary condemnation (public service or professional bodies) and that I am not subject to disciplinary of 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

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