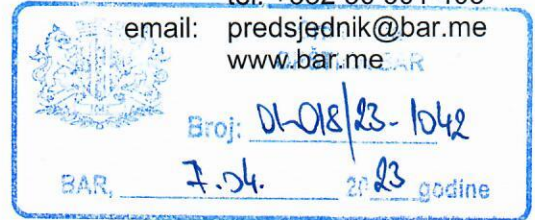




Crna Gora
Opština Bar

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Vacancy announcement

The Administration of Municipality of Bar as a lead partner in project **New Reality of the Heritage Sites** funded under the **CBC Program Montenegro-Albania 2014-2020**, invites interested candidates to apply for the following position:

FINANCIAL ASSISTANT for the project New Reality of the Heritage Sites under the CBC Program Montenegro-Albania 2014-2020

Requirements and qualifications:

- University degree;
- Advanced computer literacy (excel);
- Confident in both written and spoken English and Montenegrin language;
- Accounting skills will be considered as advantage;
- Working experience in EU projects will be considered as advantage;
- Knowledge of PRAG rules will be considered as advantage;
- Knowledge of EU policies, Instrument for Pre-accession Assistance and European Territorial Cooperation (ETC) will be considered as advantage;

Application procedure:

Interested candidates have to submit following application documents:

- A Curriculum Vitae (CV) in Europass format;
- A Motivation letter in English;
- Photocopy of the university degree;
- Other licenses or certificates if it is applicable.

Please be reminded that the deadline for submission of documentation is within 8 days. Interested candidates should send the application documents by **14th April 2023 until the end of the day**, to the following e-mail address: projekti.bar@gmail.com, specifying in the Subject: **FINANCIAL ASSISTANT for the project New Reality of the Heritage Sites under the CBC Program Montenegro-Albania 2014-2020**.

Only short-listed candidates shall be contacted for an interview.

Terms of Reference - FINANCIAL ASSISTANT for the project New Reality of the Heritage Sites under the CBC Program Montenegro-Albania 2014-2020

Position: Financial Assistant

Location: Municipality of Bar, Mayor's office - Project Management Office

Overall objective

The main task of the Financial Assistant is financial implementation, to contribute to the project New Reality of the Heritage Sites under the CBC Program Montenegro-Albania 2014-2020.

Selected Financial Assistant will perform following duties:

- Financial Assistant of the project New Reality of the Heritage Sites;
- Preparation of the public procurement procedure (PRAG);
- Checking and implementing all procurement procedures and project costs in accordance with the required procedures, including providing invoices for all payments and procedure for exempting accounts from tax;
- Monitoring financial transactions, their proper approval, recording with appropriate supporting documentation and archiving in such a way that they can be easily separated for the purpose of preparing financial statements and financial audit;
- Proper bookkeeping, in accordance with the project budget lines;
- Monitoring budgets and expenditures in excel and preparing budget audits;
- Preparation of financial reports on the project;
- Monitoring the implementation of the Project;
- Cooperation with other project partners;
- Execution of other tasks.