

Terms of Reference for

Financial Manager

for the Austrian Development Agency-funded project *Enhancements in the Quality of Education and Training in South Eastern Europe (EQET SEE)*

Background information:

The Education Reform Initiative of South Eastern Europe (ERI SEE) is a regional platform for cooperation in the field of education and training. ERI SEE is established by the Memorandum of Understanding on the Role and Organisation of the Education Reform Initiative of the South East Europe, signed at Brdo, Slovenia, on the 5th June 2010 (2010 Brdo MoU) as an international organization. ERI SEE supports sustainable education reforms through regional cooperation. It aims at fostering shared European standards in education and training for a rapid integration of its member countries into a wider European area of education, thus contributing to the success and sustainability of the EU integration process. ERI SEE takes into account both country-specific needs and demands in education reforms, as well as present trends in the development of the envisaged European area of education. Members of ERI SEE are signatory parties and acceding parties to the 2010 Brdo MoU. Those are: Albania, Bosnia and Herzegovina, Croatia, Macedonia, Moldova, Montenegro and Serbia. ERI SEE institutional structure consists of a Governing Board, a Consultative Body and a Secretariat. Kosovo* representatives participate as observers to ERI SEE activities.

Areas prioritized by the ERI SEE are Vocational Education and Training - VET and its modernization, and enhancements in quality of education. For this reason, ERI SEE, developed a project EQET SEE – Enhancements in quality of education and training in SEE funded by the Austrian Development Agency (ADA), with funds of Austrian Development Cooperation (ADC). ERI SEE is the Lead Partner (LP) in the pProject.

The project focuses on increasing the labour market relevance of VET provision and enhancing quality assurance -QA (aspects of external evaluation of institutions) in pre-tertiary education. It is coordinated with the regional networks: the Western Balkans Alliance for work-based learning (gathering the VET national agencies, and national chambers of commerce), qualification agencies, and QA agencies.

The VET strand of the project focuses on:

1. Development of regionally-based, labour market oriented occupational (OS), qualifications standards (QS) and VET curricula incorporating work-based learning, and
2. Assuring quality of VET provision through developing supporting measures and material (guidelines for work-based learning, trainings for teachers and company instructors and teaching and learning material). All this will have an impact on the skills acquired by teachers, company instructors and pupils.

The focus of the QA strand of the project is on:

1. Supporting external quality developments and quality culture through the revision of QA (external evaluation) methodologies, accompanying instruments and tools and
2. Supporting internal quality developments through regional quality standards, procedures and trainings for quality agencies themselves. This is to have an impact on a more efficient quality analysis and use of evidence for policy making, strengthening the quality culture at the school level and quality of work of external evaluators. Within the project, the new products and approaches will be piloted in a number of schools across the region.

Project duration is 1st October 2021 – 30th September 2024. The total budget of the project is 2.027.399,00 EUR, of which 89,52% comes from the Austrian Development Agency, and 10,48% from ERI SEE.

EXTERNAL EXPERT FOR THE POSITION OF FINANCIAL MANAGER

Job Summary:

- Preparation of project materials and project documentation related to the financial part of the project realization.
- Managing project finances in the implementation of the Austrian Development Agency-funded project -Enhancements in Quality of Education and Training in South Eastern Europe (EQET SEE) from initiation to completion
- Managing regular budget of the ERI SEE Secretariat that contributes to the implementation of the EQET SEE project

Responsibilities and duties:

- Manages financial transactions of the project activities (budget planning, registering of costs, monitoring the expenditure, management of petty cash, making payments, making financial statements, reconciliation etc.)
- Ensures that financial transactions are properly authorized, recorded and with adequate supporting documentation providing a clear audit trail
- Makes sure that adequate financial controls are in place to maintain propriety and proper accountability of expenditures
- In charge of regular financial reporting according to the project requirements and management needs
- Cooperates with the Overall Project Coordinator, Sector Project Coordinator and management on the implementation of the activities

- Assists National Contact Points of the EQET SEE project on delivering their tasks regarding financial aspects
- Advises National Contact Points of the EQET SEE project on financial obligations
- Prepares accompanying tools for monitoring the expenditure
- Gives input for the legal and administrative documents that have an impact on finances (time sheets, legal provisions regarding payments, taxes, forms etc.)
- Makes sure that the financial rules of the project (ADA rules) and financial rules of the host country are reconciled and met
- Prepares and supports external expenditure verifications/audits of the project (including preparation of respective Terms of references)

Employment type:

Consultancy contract until the end of the project, 30th September 2024, in equivalence of 0.3 FTE (full-time-equivalent)

Eligibility criteria:

- Citizenship of a signatory country of the 2010 Brdo MoU: Albania, Bosnia and Herzegovina, Croatia, North Macedonia, Moldova, Montenegro or Serbia
- University degree of at least four years of higher education, degree in finances is considered an asset

Qualifications/Requirements (Selection criteria)

- Experience in financial management of projects of similar size
- Ability to work independently with minimal managerial supervision
- Demonstrated experience in preparation of financial reports and auditing
- Demonstrated understanding of project management concepts
- Strong knowledge of written and digital project management tools
- Fluency in English
- Responsibility and reliability
- Minimum 5 years of working experience in financial functions

Place of duty: Belgrade, Serbia

Expected starting period of employment: November 2022