TASKS AND RESPONSIBILITIES OF THE FINANCIAL MANAGER FOR THE PROJECT "CREATING INNOVATION ECOSYSTEM FOR SUPPORT OF EMPLOYABILITY OPPORTUNITIES OF IT YOUNG TALENTS IN THE CROSS-BORDER REGION"

Financial manager

The Financial manager performs the following tasks and responsibilities:

- Carrying out project activities and related financial tasks in coordination with the project manager;
- Draft reports, summaries and other documents;
- Participates in sharing project information and publicity;
- Participates in activities with the project team and experts for preparation of the Communication/dissemination strategy and Publicity/Visibility plan of the project;
- Participates in Preparation, implementation and documentation of project/public events, project team meetings and other project activities;
- Coordinates the financial aspects of the project and track project expenses;
- Ensures that financial and administrative regulations comply with the prevailing Laws;
- Preparation, copying, scanning and printing of all necessary documents and reports necessary for the successful implementation of the First Level Control in order to ensure proper control and approval of costs throughout the period of the project;
- Entering information on the project beneficiary portal;
- Support in implementation of Procurement procedures and support of the external expert in preparation of the tender dossiers/documentation;
- Support in the implementation of the tender procedures for selection of subcontractors;
- Preparation of drafts project financial plans;
- Preparation of drafts financial reports;
- Preparation of requests for payments;