Accountant - for the European Union-funded project “Enhancing protection of public spaces and critical infrastructure in the Western Balkans

Accountant for the European Union-funded project “Enhancing protection of public spaces and critical infrastructure in the Western Balkans” (Croatia)

The EU has launched a 3-year project in the Western Balkans aimed at strengthening the capacities of the region to effectively detect, investigate and respond to terrorist threats on public spaces and critical infrastructures. This European-funded action is in line with the goals set under objective 5 of the EU’s Joint Action Plan on Counter Terrorism for the Western Balkans, focused on strengthening citizen and critical infrastructure and entities’ protection in the region.

CIVIPOL, the operator of the French Ministry of Interior, will manage the project and is looking for a Team Leader to head the project’s implementation team for 36 months, starting in March 2026-.

LIMITE DE CANDIDATURE

22 Février 2026

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Europe Et Asie Centrale

profile

A finance professional responsible for the sound financial management of project activities implemented in the field. S/he ensures accurate monitoring, reporting, and recording of all project-related expenditures, in line with internal procedures and donor requirements.

Missions

The Project Accountant ensures the operational financial management of project activities implemented in the field, monitors and controls all project expenditures and funds, and provides regular and accurate financial reporting to the PMU. S/he ensures full compliance with internal financial procedures and donor rules, and provides support to procurement processes as well as to the preparation and implementation of financial audits.

TASKS:

Financial Management and Monitoring

Manage all operational financial aspects of the project

Monitor and control the use of project funds for field activities

Ensure proper allocation and eligibility of expenditures

Accounting and Financial Recording

Record all project expenditures in CIVIPOL’s decentralized accounting system

Maintain accurate and up-to-date financial ledgers and supporting documents

Ensure proper filing and traceability of all financial transactions

Financial Reporting

Prepare and submit monthly financial reports to the PMU

Provide detailed expenditure statements, including bank documents and ledgers

Contribute to financial follow-up and budget monitoring

Procurement Support

Act as first point of contact for financial aspects of procurement procedures

Support the preparation and follow-up of procurement-related documentation

Ensure compliance of procurement processes with financial and accounting rules

Audit Preparation and Compliance

Act as first line of support in the preparation of financial audits

Compile and organize all financial and accounting documentation required for audits

Liaise with internal and external auditors as needed 1

QUALIFICATIONS AND SKILLS REQUIRED:

Degree in accounting, finance, or a related field

Proven experience in project accounting and financial management, preferably in an international or donor funded project environment

Strong knowledge of accounting principles and financial reporting

Experience with accounting software and financial management systems

High level of accuracy, reliability, and attention to detail

Ability to work autonomously and manage deadlines

Good coordination and communication skills

Familiarity with procurement and audit processes

LOCATION:

The post will be based in Zagreb (Croatia)

DURATION: 3 years full-time, initial contract of 1 year.

REMUNERATION:

According to skills and experience.

Contract according to the status of the expert.

CONTACT:

Please send your application in English before 16/02/2025 (cover letter + CV in EuropeAid format) to the following address SPERBER.S@civipol.fr and claire.avon@civipol.fr

