

## Terms of reference Controller

### Tasks:

- To proactively lead the Embassy's work with quality assurance at the Development Cooperation section at the Embassy of Sweden
- Ensure the application of Sida's guidance and regulations which includes ensuring the quality of contribution management preparation, monitoring and risk management, other relevant regulations such as anti-corruption rule, agreements and contract templates.
- Provide support to the Embassy's management and employees in the application of existing guidance and regulations as well as the audit and corruption issues and other matters related to internal management and control
- Be the contact person at the Embassy of Sweden regarding audits by the National Audit Office, the MFA in Stockholm and Sida's internal audits and inspections, and also coordinate the preparation and monitoring of the proposed action plans
- Plans and ensures that the Embassy procures audit services from a local internationally certified consultancy audit firm
- Coordinate agreements with audit firm for advice, monitoring and control of the aid-financed activities is delegated to the Embassy
- To coordinate the Embassy's work on financial planning and follow-up
- Participate in the contacts with organizations and partners on matters related to internal management and control
- Participate in policy and methods development within the competence area of the controller
- Contribute to the internal and external dissemination of knowledge and information dissemination within the competence area of the controller
- Contact person for the bilateral development cooperation framework agreement and the Agreement on Terms and Procedures with Bosnia and Herzegovina
- Actively participate in the Sida HQ controller network
- Responsible for registering (archive) for Development Cooperation

- Conduct other appropriate tasks as the Head of the Mission and/or the Counsellor may decide



#### Qualifications:

- Demonstrated academic qualifications equivalent to at least four years of study with relevant content, preferably in law, political science or economics
- Minimum four years of experience working with financial and performance management, quality assurance in the public or private sector. Experience from working in an International environment.
- Minimum three years of experience in risk analysis and risk management
- Minimum five years of experience in financial planning and monitoring
- Excellent ability to communicate in written and spoken English
- Ability to develop work processes
- Very good knowledge of Excel
- Experience working with planning and finance systems

#### Merits:

- Practical accounting skills
- Excellent analytical skills
- Experience in development cooperation
- Proven, practical experience in project management
- Legal expertise