



Co-funded by the European Union

## Call for proposal

### Terms of Reference

### Legal Accountant

#### 1. About MEDREG

MEDREG is the Association of Mediterranean Energy Regulators, born in 2007 under the Italian law.

It currently gathers 27 energy regulators from the following 22 countries: Albania, Algeria, Bosnia-Herzegovina, Croatia, Cyprus, Egypt, France, Greece, Israel, Italy, Jordan, Libya, Lebanon, Malta, Montenegro, Morocco, Palestinian Authority, Portugal, Slovenia, Spain, Tunisia and Turkey.

MEDREG promotes a transparent, stable, and compatible regulatory framework in the Mediterranean Region fostering market integration and infrastructure investments, as well as consumer protection and enhanced energy cooperation. Based on a bottom-up approach, MEDREG acts as a collaborative platform where regulators from the Northern and Southern shore of the Mediterranean exchange technical knowledge and good practices, supporting each other to reinforce their regulatory capacity.

The Institution benefits from the financial support of its members and the European Commission. MEDREG is looking for a LEGAL Accountant to support the Finance Unit in its day-to-day work in order to ensure the smooth running of the financial procedures and guarantee the compliance with the European Commission's rules and regulations.

#### 2. The Content and Objectives:

The Consultant should perform the following tasks:

- Verification of invoices or purchase receipts validity;
- Advice and direct supervision on specific issues related to the management of MEDREG accounting;
- Periodic reporting on MEDREG financial performance and budget costs;
- Drafting of reports related to specific MEDREG activities such as staff's mission expense reports and reimbursement expenses for people attending MEDREG events;
- Advice in fiscal issues if requested;
- Preparation of F24 models for payments deemed to be made to self-employed workers, professionals and collaborators and communication to MEDREG of the payment deadline;
- Preparation of half-year and annual reports on the financial situation (which contains details of the expenses incurred, the amounts saved and the amount still available) according to the procedures provided by the European Commission;
- Preparation of expense approval notes, according to the methods requested by the European Commission;
- Support in defining any additional financial or summary documents requested by the European Commission or by the President of MEDREG (EC account and Members);

- Coordination with the work consultant on taxation and accountability matters related to HR (TFR, INAIL, IRAP etc);
- Fiscal advice and assistance for any practices taken by Agenzia delle Entrate, INPS etc.
- Provide fiscal and tax advice for the staff when required by the management of the organization;
- Preparation and electronic transmission of the IRAP declaration;
- Preparation of fiscal balance if requested;
- All reports provided should be in English;
- Office premises preferably located in MILAN or a nearby city (physically reachable in the day, when requested).

### 3. Conditions for responding to the call

The application and offer must be sent to the attention of Ms. Genta Sinani to [tender@medreg-regulators.org](mailto:tender@medreg-regulators.org) **no later than Friday, 10 December 2021, COB.**

MEDREG will inform only the winning candidates about the decision taken. The application evaluation report is not shared with the candidates.

Candidates cannot appeal to MEDREG's decision.

The launch of a tender does not impose an obligation on MEDREG to award the contract.

MEDREG will not be liable for any compensation to tenderers whose offers have not been accepted.

The annual budget for this offer will be € 8.400,00 (VAT and additional taxes included).

Payment will be made monthly upon completion of the work and receipt of the invoice.