

10th October 2025

To Whom It May Concern

Request for Quotation: Financial Controller

Dear Sir/Madam,

Zibel is participating in **TecMAREco**, an **Interreg Italia-Malta** project focused on monitoring marine litter and its impact on sensitive ecosystems in the Sicily-Malta Channel.

This RFQ is being issued under the project **TecMAREco**. funded through the **Interreg VI-A Italia-Malta** Programme and co-financed by the **European Union**. This procurement falls under the eligibility rules of EU-funded expenditure and is subject to related viribility and documentation requirements. CUP code G13C25000280006.

Against this background, Zibel requests quotations for procurement of the following: **Financial Controller for the Duration of the project up to June 2027**.

Main Objective:

Ensure the accurate financial management, compliance, and reporting of all project expenditures in line with INTERREG VI-A Italy–Malta Programme rules, national regulations, and Zibel’s internal financial controls.

1. Financial Planning & Monitoring

- Develop and maintain the financial plan and cash flow forecast for Zibel's work packages (WP2, WP3, WP5).
- Monitor expenditure against budget lines and verify eligibility under INTERREG rules.
- Ensure timely submission of partner financial reports to the Lead Partner (SZN).
- Track the use of funds by category (staff costs, external assistance, equipment, travel, consumables, etc.).

2. Financial Reporting & Compliance

- Prepare quarterly and final financial reports, ensuring supporting documentation meets audit requirements (invoices, timesheets, proofs of payment, contracts).
- Coordinate with SZN's financial team for consolidation of partner data into global project reports.
- Guarantee VAT and cost eligibility compliance as per the Application Form (Zibel is non-recovering VAT).
- Support the First Level Control (FLC) process by providing all required evidence and responding to verification queries.

3. Internal Controls & Documentation

- Maintain an organised, auditable financial archive (physical and digital) following EU audit trails.
- Implement internal control procedures to prevent errors, double funding, or irregularities.
- Liaise with Zibel's external accountant/auditor to align INTERREG reporting with statutory accounts.

4. Partner Coordination & Support

- Assist in preparing partner payment claims and verifying eligibility before submission.
- Participate in consortium financial coordination meetings (virtual or in-person).
- Provide feedback to the Project Manager on budget adjustments and reallocation proposals.

5. Administrative & Procurement Oversight

- Support procurement procedures under EU and Maltese rules (tenders, quotations, documentation).
- Review supplier contracts to ensure they comply with INTERREG eligibility and publicity rules.
- Coordinate with the Project Manager to ensure timely payments to subcontractors and suppliers.

Profile & Skills Required

- Degree in Accounting, Finance, or Economics.
 - At least 2 years' experience in EU-funded project financial management (preferably INTERREG or similar).
 - Strong command of Excel, accounting systems, and document control practices.
 - Familiarity with EU Structural Fund financial rules and First Level Control (FLC) processes.
 - Excellent written and spoken English; Italian is an asset.
 - High attention to detail, reliability, and organisational skills.
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Applicants

Prospective bidders should include:

- Supplier name, address and contact details
- The project CUP number (CUP code G13C25000280006)
- Price per item in Euro, with and without VAT
- Location from which work will be carried out.

Deadline for quotations: 29th October 2025

Late submissions will not be accepted.

We appreciate your continued collaboration and look forward to receiving your proposal.

Kind regards,

Andrew Schembri

