Attachment No. 4 to Ordinance No. 44
of the Rector of Poznan University of Technology of 18 September 2025
(RO/IX/44/2025)

Responsibilities of the Administrative and Financial Specialist

I) Upon receipt of a positive financing decision by the Project Coordinator, the Administrative and Financial Specialist:
   a) provides assistance in the preparation of the agreement and attachments;
   b) prepares a plan for spending project funds in consultation with the Project Coordinator, on the basis of the project budget and introduces it into the ERP system;
   c) submits documents to the Project Supervisor at R_2N.

II) After signing the financing agreement, the Administrative and Financial Specialist:
   a) becomes closely acquainted with the information about the project (application for financing, financing agreement with attachments), rules for the eligibility of expenditure, rules for preparing reports;
   b) prepares documents necessary in the process of employment and payment of remuneration for persons involved in the implementation of the project;
   c) conducts market research or initiates appropriate tender procedures in the Public Procurement Office in the case of purchasing products or services eligible for the market research or tender procedure;
   d) controls the level of expenditure in the project in terms of compliance with the schedule and available funds;
   e) completes and enters accounting documents into the EOD system and describes documents that do not pass through the EOD system with the project dimensions. In addition, prepares additional descriptions for the accounting documents in accordance with the guidelines for projects in which descriptions are required;
   f) takes care of the legitimacy of the expenditures incurred in the project based on the project budget;
   g) contacts the supervisor in the Bursar's Office in matters related to the implementation of the project, including the arrangements of the costs incurred with the accounting books;
   h) prepares reporting documentation, including reports and payment requests, in accordance with the rules set out in the agreement concluded with the project financing institution;
   i) submits documents requiring the involvement of the University's central administration related to the implementation of the project to the Project Supervisor at R_2N;
   j) stores annual and final reports and payment requests;
   k) coordinates and completes documents necessary for the audit and control in cooperation with the Project Coordinator;
   l) performs other tasks related to the administrative handling of the project;
   m) updates, on an ongoing basis and in consultation with the Project Coordinator, in the ERP System Project Module the financial plan of the project during its implementation and introduces data on the implementation after the end of the year and after the end of the project.

III) At the end of the project, the Administrative and Financial Specialist:
   a) prepares, together with the Project Coordinator, a financial report on the implementation of the project;
   b) provides assistance in the preparation of documents for archiving;
   c) keeps records of costs and revenues resulting from the maintenance of the project (if applicable);
   d) prepares and submits reports to the financing-awarding institution or the Leader, depending on the role of Poznan University of Technology in the project, in accordance with the deadlines indicated in the project implementation agreement and in accordance with the templates provided by this institution.