

Responsibilities of the Project Supervisor in the Bursar's Office

1. Verification of reports, statements and requests regarding compliance with accounting documents and accounting books.
2. Integrity and accounting verification of accounting documents, including their descriptions, as part of the implementation of the principle of double integrity and accounting control.
3. Cooperation with the Project Supervisor at R₂N and the Administrative and Financial Specialist in the area of assessing the eligibility of expenditure.
4. Calculation, allocation and reimbursement of indirect costs.
5. Reimbursement of project costs payable from the University's general accounts, including reimbursement of salaries along with derivatives.
6. Monitoring the balance of funds in a project's separate bank account and informing financial specialists in the project and supervisors at R₂N about the inflows of funds within 5 days.
7. Preparation of detailed data for the VAT adjustment for the previous year in relation to the project.
8. Preparation of documents for audits and external controls of ongoing and completed projects in the range of accounting documentation.
9. Photocopying and completing accounting documents related to projects and placing copies in a binder in order to maintain the chronology and completeness of the documentation.
10. Archiving the project's original accounting documents in accordance with the guidelines contained in the project agreement.
11. Verification and completion of documents for payment in the EOD system and their transfer to the ERP system. Posting accounting documents, including bank statements, invoices, business trips, summaries of costs, payroll distribution lists, scholarships and bookkeeping notes.