

Recruitments 2008 – Profile – Finance Officer (2 positions)

Finance Officer (contract from April 2008 until the end of 2015)

The INTERREG IVC JTS is looking for two Finance Officers.

Details

- Assistance and advice to project applicants with an emphasis on financial aspects
- Assessment of applications with a focus on financial matters (in cooperation with the Project officers),
- Assistance to approved projects with an emphasis on financial aspects, which includes among others:
 - Review of operations' progress reports and preparation of payments in close co-operation with the Certifying Authority;
 - Advice to operations on financial management structures, eligibility of expenditure, public procurement and state aid rules, budget and partnership changes, first and second level control in accordance with the relevant EU regulations;
- Organisation/Follow-up of quality checks of operations in order to verify the operations' compliance with the programme's audit trail (in cooperation with the Financial Control & Audit Officer);
- Planning and organisation of Lead Applicant/Lead Partner/Finance seminars;
- Presentations on financial matters during internal and external events;
- Supporting the implementation of financial aspects at programme level in compliance with European regulations;
- Reporting to the programme Monitoring Committee, the Member States and to the European Commission;
- Supporting the coordination with the four INTERREG IVC Info-Points on financial aspects;
- Establishment of computerised records and statistics to support and monitor the financial implementation at programme and operations level;
- Assistance to the Administration of the Programme's Technical Assistance Budget.

Qualifications / Selection criteria

Basic requirements

- Degree and experience in the relevant field;
- Knowledge of European Union institutions and policies, Cohesion policy in particular, preferably through practical experience;
- Knowledge of European Union law, institutions and policies, in particular structural funds and financial regulations;
- Fluency in English, and proficiency in at least one of the other EU languages;
- Excellent writing and editing skills;
- Excellent Computer literacy (Microsoft office and database software);

Other relevant experience / expertise

- Past experience in the management of EU-funded projects or programmes; preferably on Structural Funds
- Experience of working with international public or private organisations

Other relevant interpersonal skills

- Capacity to work in an international environment.
- Sense of initiative
- ability to anticipate, propose and implement solutions
- open-mindedness
- independence, but good team working abilities
- ability to juggle different tasks at the same time and to respect deadlines,
- accuracy and assertiveness

Salary: starting from EUR 3446 Gross; EUR 2655 Net (approximately EUR 2310 per month after tax and charges for a single person without children living in France – not binding).

Location (from 18 December 2008): INTERREG IVC Joint Technical Secretariat, Les Arcuriales – 45, rue de Tournai, entrée D, F-59000 Lille

Starting date: April 2008

