

## INTERREG IVC / INTERREG EUROPE - Recruitment of a Project Finance Officer

### Job profile

For the implementation of this programme as well its successor programme INTERREG EUROPE (2014-2020), a Joint Secretariat (JS) has been set up in Lille (France).

The JS is looking for a **Project Finance Officer** to assist applicants and Lead Partners on the development and implementation of their project especially with regards to financial and control matters and to contribute to a successful programme's implementation.

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#### 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 projects' progress reports and preparation of payments in close co-operation with the Certifying Authority;
  - Advice to projects on financial management structures, eligibility of expenditure, public procurement and state aid rules, budget and partnership changes, first level control and second level audit in accordance with the relevant EU regulations;
- Organisation/Follow-up of quality checks of projects in order to verify the projects' 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;
- Contribution to the development of programmes tools, templates, contracts; such as programme manual, application + reporting form, database/online system, subsidy contract, partnership agreement
- Assistance to the administration of the Programme's Technical Assistance budget, especially assistance to the follow-up of public procurement matters and national contributions
- 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;
- Establishment of computerised records and statistics to support and monitor the financial implementation at programme and operations level;

## **Qualifications / Selection criteria**

### **Basic requirements**

- University degree;
- past experience in the management of EU-funded projects or programmes; preferably on Structural Funds
- 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; other languages appreciated;
- good writing and editing skills;
- good computer literacy (Microsoft Office and database software);

### **Other relevant experience / expertise**

- experience of working with international public or private organisations
- experience of managing the finances of EU-funded projects

### **Other relevant interpersonal skills**

- capacity to work in an international environment.
- sense of initiative
- good analytical skills
- 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 3600 Gross, EUR 2790 net (before French income tax and approximately EUR 2400 per month after tax and charges for a single person without children living in France – not binding).

**Location:** INTERREG IVC Joint Technical Secretariat, Les Arcuriales – 45, rue de Tournai, entrée D, 59000 Lille, France

Expected **starting date:** as soon as possible, preferably from 1 January 2015