

## **Interreg 2 Seas Programme 2014 – 2020**

### **Job description Audit and Control Officer**

**Reporting to:** Finance Unit Coordinator

#### **1. General tasks**

- contribution to the Programme performance and to the monitoring and evaluation framework
- contribution to the implementation of the Programme Risk strategy
- contribution to the elaboration of methodologies, processes and tools
- contribution to the Programme communication, events and training seminars
- contribution to the preparation of relevant items for the Programme Monitoring Committee
- provide information and assistance to the Programme Monitoring Committee
  - preparation of presentations (audit and control results)
- contribution to the Annual and Final Implementation Reports
- participation in the development and implementation of the audit trail and the handbook of procedures
- management of all tasks related to the management and control system, First Level Control (FLC), second level control, assistance to the Audit Authority in the audit tasks of the Programme including the organisation of the Group of Auditors meetings
- other tasks of relevance to the Programme implementation (e.g. answer to queries by the Programme partners, the Managing Authority, the Certifying Authority, the Audit Authority, the Group of Auditors...)
- input to the Applicants' Manual and other information material
- assistance to the Project Unit Coordinator and Finance Unit Coordinator
- collaboration to any other tasks to be implemented by the Finance Unit, upon request

#### **2. Specific tasks**

- First Level Control (FLC) supervision:
  - liaison with the Central Approbation Body (CAB)
  - follow-up of FLC national systems implementation
  - follow-up of Member States (MS) Quality Controls on FLC
  - follow-up of FLC designations by the CAB
  - contribution to the organisation and implementation of the national FLC trainings
  - finalisation and update of the FLC Manual
  - finalisation and update of the FLC checklists
  - quality assessment of FLC on-the-spot checks outcomes
- second level controls supervision, and particularly:
  - follow-up of the audits' externalisation process
  - notifications and support to audited beneficiaries
  - quality checks on draft and final audit reports
  - preparation of Group of Auditors (GOA) meetings and follow-up of decisions

- completion of the annual control report and all necessary documentation included in the annual closure package (e.g. management declaration, audited accounts, etc.)
- liaison with the Audit Authority, the Group of Auditors and the external audit firm
- third level controls supervision:
  - notifications and support to audited beneficiaries
  - liaison with the Audit Authority
  - liaison with the auditors (DG REGIO, EU Court of Auditors, etc.)
- Certifying Authority Quality controls supervision:
  - notifications and support to controlled beneficiaries,
  - quality checks on draft and final control reports
  - liaison with the Certifying Authority
- contribution to development of anti-fraud measures:
  - follow-up of the suspected / established fraud cases
  - contribution to the periodical review and revision of the anti-fraud risk strategy
- contribution to the risk management strategy:
  - risk identification
  - risk assessment including data coming from the ARACHNE tool
  - risk scoring
  - involvement in the definition and evaluation of mitigating measures
  - participation in the Risk management committee
  - participation in the risk register evaluation and update
- implementation of any financial correction linked to any type of control:
  - completion of the "Audit and Control" section of the database (EEP/PMS)
- participation in the administrative and financial closure of the Programme
- involvement in the annual closures of the accounts

### 3. Basic Requirements

- Master's degree or equivalent, minimum 3 to 5 years demonstrated experience in EU financial management, accountancy, audit and business studies
- knowledge of EU law, institutions and policies, in particular the general and European Regional Development Fund (ERDF) Regulations, European Territorial Cooperation (ETC) Regulations, State aid Regulations, European Commission's Delegated Acts and Implementing Acts
- experience in EU-funded projects or programmes
- high level of proficiency and fluency in English and French. A basic knowledge of Dutch would be an asset
- excellent computer literacy (the knowledge of the Gecko database for project monitoring is an asset)
- strategic thinker and able to translate strategies into actions
- good communication and drafting skills
- flexible approach to work; prepared to travel and work irregular hours
- Prince 2 certification is an asset

### 4. General information for applicants:

Applications need to be received before **04/03/18 midnight French time** and have to be sent by email to Véronique WEYLAND-AMMEUX, Programme Director [v.weyland-ammeux@interreg2seas.eu](mailto:v.weyland-ammeux@interreg2seas.eu) **and** Nathanaël HOUARD, Programme Officer [n.houard@interreg2seas.eu](mailto:n.houard@interreg2seas.eu).

We will not consider any applications sent beyond that deadline. The applications should be written in English.

An individual email will be sent to all short-listed candidates by **06/03/18** at the latest. Candidates will be expected to confirm their participation to interviews by return email. If a candidate does not receive an email by this date, then he/she should consider that he/she has not been shortlisted.

Interviews will take place at the 2 Seas JS offices located in Lille, 45/D, rue de Tournai – 59000 Lille – France on **12/03/18**. Another date is not considered. Transport and accommodation costs may be reimbursed in compliance with the Programme rules.

### 5. Terms and conditions of employment:

The working place is located at the office based in Lille, France: 45/D, rue de Tournai – 59000 Lille – France

The position is based on a permanent contract under French law.

Salary (Officer – position 1): EUR 3 756 Gross Salary – around EUR 2 860 Net Salary (before income tax).

Starting date: as soon as possible.