

Interreg 2 Seas Programme 2014 – 2020

Job description Finance Unit Assistant

Reporting to: Programme Director and Finance Unit Coordinator

The Interreg 2 Seas Programme 2014-2020 is a cross-border cooperation Programme approved in the framework of the European Union's territorial cooperation policy. The Programme offers the opportunity for organisations from France, England, Flanders and The Netherlands to submit their project and be part-financed by the European Regional Development Fund (ERDF).

The Managing Authority of this Programme is the Région Hauts-de-France and the Joint Secretariat is based in Lille (FR). This international and multilingual secretariat is now looking for a Finance Unit Assistant.

The Finance Unit Assistant will support the Finance Unit in:

1. Programme Implementation

- a) Contribution to the Programme performance and to the monitoring and evaluation framework,
- b) Contribution to the implementation of the Programme Risk strategy,
- c) Contribution to the elaboration of methodologies, processes and tools,
- d) Contribution to the Programme communication, events and training seminars,
- e) Contribution to the preparation of relevant items for the Programme Monitoring Committee,
- f) Provide information and assistance to the Programme Monitoring Committee,
- g) Provide aggregated information from the Programme Monitoring System,
- h) Contribution to the Annual Implementation Report,
- i) Assistance to the territorial facilitators and participation in the territorial facilitators meetings,
- j) 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...).

2. Project Development

- a) Contribution to the project development process by giving guidance and advising the Territorial Facilitator Network,
- b) Supporting the network of territorial facilitators by organising and participating in training seminars for applicants.

3. Project Assessment

- a) Concept Notes evaluation and opinion,
- b) Project assessment on the basis of the admissibility, eligibility and quality criteria adopted by the Programme,
- c) Drafting of assessment reports and other working documents to be sent to Strategic Task Force and the Monitoring Committee members,
- d) Follow-up of STF and Monitoring Committee decisions.

4. Project Implementation

- a) Follow-up of project implementation: preventative monitoring and contractual follow-up of the projects in cooperation with the Lead or Reviewer officer,
- b) Analysis of the progressive projects implementation on the basis of related data,
- c) Ongoing monitoring to ensure a smooth project implementation, providing solutions to technical and financial issues,
- d) Assistance to projects in the development and implementation of soft interventions and exception plans,
- e) Day to day contacts with national, regional, local and other relevant stakeholders.

5. Programme Communication

- a) Contribution to the implementation of the Programme communication strategy,
- b) Active participation in relevant Programme events (annual event, cooperation fair, etc.),
- c) Representation and promotion of the Programme at ad hoc events.

6. Programme Closure

- a) Assistance to the Project Unit Coordinator and Finance Unit Coordinator on closure matters,
- b) Capitalization of final project outputs and results (projects annual progress reports, best practices, etc.),
- c) Contribution to the Final Implementation Report.

7. Additional tasks

- a) Other tasks of relevance to project development / follow-up (e.g. terms of reference for studies, input for evaluations),
- b) Collaboration to any other tasks to be implemented by the Finance Unit, upon request.

8. Basic requirements

- Master degree in (Applied) Economics, Business, Finance, Political science, or other relevant field,
- Priority given to a mother tongue from 2 Seas area: United Kingdom, the Netherlands, Belgium/Flanders and France,
- High level of proficiency (written and spoken) of English and Dutch. Fluent French is an asset,
- Very good communication and drafting skills,
- Knowledge of EU and in particular the European Structural Funding Financial regulations,
- Computer skills in MS Excel, Word and PowerPoint,
- Good team player with capacity to work in a multicultural/ international environment, flexible approach to work and willingness to travel occasionally,
- Knowledge of Financial project management and financial controls will be an asset.

9. General information for applicants:

Applications need to be received before **09/09/18 midnight French time** and have to be sent by email to Véronique WEYLAND-AMMEUX, Programme Director v.weyland-ammeux@interreg2seas.eu **and** Nathanaël HOUARD, Programme Officer n.houard@interreg2seas.eu.

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

An individual email will be sent to all short-listed candidates by **14/09/18** 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 should take place at the 2 Seas JS offices located in Lille, Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France in **week 39**. Transport and accommodation costs may be reimbursed in compliance with the Programme rules.

10. Terms and conditions of employment:

The position is based on a short term contract of maximum 18 months under French law.

Net salary before income tax: EUR 3,220 Gross Salary – EUR 2,466 Net Salary (position 1 – Beginner).

The working place is located at the office based in Lille, France.

Interreg 2 Seas Joint Secretariat – Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France.

Please note that the position may involve frequent travelling.

Starting date: **as soon as possible**.