

Interreg 2 Seas Programme 2014 – 2020

Job description Finance Unit Coordinator

Reporting to: Programme Director

1. General tasks

- Coordination of finance, audit and control functions (including the Programme closure)
- Coordination of Finance Officers, allocation of tasks, planning, day-to-day guidance of the work carried out by the Finance Officers
- Participation with the Programme Director and the Project Unit Coordinator in the general Joint Secretariat management
- Participation in the recruitment of staff members and trainees in coordination with the Managing Authority.

2. Programme Implementation

- By being part of the management team:
 - Input and participation in the Programme delivery framework, Programme performance review and the Programme monitoring & evaluation framework
 - Strategic analysis of progressive Programme implementation, results and benefits
 - Coordination and drafting of the 2 Seas Business Plan
 - Development and implementation of a 2 Seas Risk Management Policy
- Main contact relating to administrative and financial issues with the Managing Authority, the Certifying Authority, the Programme partners and the European Commission
- Coordination and organisation of the Group of Auditors meetings
- Coordination of the externalisation of second level audits
- Coordination and supervision of the Second and Third Level audits implementation (including the system audits)
- Coordination of the preparation of the Annual Control Report to the European Commission
- Coordination of the JS follow-up on the First Level Control national systems (implementation, issues, efficiency, quality controls, national seminars)
- Conceptualisation, coordination and supervision of the Programme Monitoring System (particularly: development of the functionalities related to the interim payment claims to the European Commission; the annual closure of accounts; the follow-up of irregularities; the ongoing and preventative monitoring section)

- Coordination and follow up of the Programme budget and economic analysis (N+3 risk follow up and analysis; financial consumption per year, Priority and contribution; definition and submission of the Programme payment forecasts; follow up of irregularities)
- Coordination and organisation of Monitoring Committee's meetings (financial content)
- Input in the preparation of the Technical Assistance work plan
- Financial input for the preparation and submission of the Annual Implementation Report to the European Commission
- Definition and update of Programme rules and procedures (Programme Manual, First Level Control manual).

3. Project Development

- Coordination and supervision of the assistance given to individual applicants in the development of their project on administrative, management and financial matters (via guidelines, meetings, seminars, etc.)
- Coordination of the assistance provided to Territorial Facilitators on financial matters.

4. Project Assessment

- Participation in the project assessment procedure: coordination of the financial opinion on concept notes and financial evaluation of the applications submitted via the Electronic Exchange Platform (EEP)
- Supervision of the budget allocation by Priority
- Contribution to the preparation of relevant items for Monitoring Committee meetings
- Follow-up of Monitoring Committee decisions
- Follow-up of written procedures.

5. Project Implementation

- By being part of the Management Team:
 - Input, follow-up and quality control of the main Programme procedures linked to project implementation
 - Input, follow-up and quality control of project performance reviews
 - Input, co-organisation and quality control of the internal project monitoring process at the JS and contractual reports analyses
- Advise and issue guidance to Finance and Project Officers with a view to harmonising the standard applied to projects in relation to administrative, management and financial matters
- Supervision and coordination of the projects financial claims assessment
- Coordination of the follow-up of the budget consumption at project level (in the framework of the Economic analysis)
- Monitoring the state of progress of payment claims and related financial issues (i.e. impact on N+3 risk) in general
- Coordination of the projects' major and technical modifications for the financial matters
- Participation in meetings with problematic projects
- Coordination of the process of payment of ERDF grants to projects

- Coordination of the process for submitting payment claims to the European Commission
- Follow up of second level audits implementation and results
- Coordination and supervision of the Managing Authority and Certifying Authority quality controls
- Follow up of financial irregularities following First Level Control verifications, audits, quality controls, etc
- Organisation of the inputs for tailored events (applicants' seminars, approved projects seminars, state aid seminars, First Level Control seminars).

6. Technical Assistance

- Coordination of the regular follow up of Technical Assistance budget for Programme management (real costs towards available budget and needs; modifications if necessary; etc.)
- Coordination of the regular follow up of Technical Assistance budget for Territorial Facilitation (real costs towards available budget and needs; budget consumption and reallocation, if necessary; etc.)
- Presentation and approval of annual Technical Assistance budget to the Monitoring Committee
- Follow up of de-commitment risk, with particular attention to the impact on Technical Assistance budget.

7. Programme Closure

- Coordination of the administrative and financial closure of the Programme
- Coordination of the annual closures of the accounts.

8. Basic Requirements

- Master's degree or equivalent, minimum 5 to 10 years demonstrated experience in EU financial management, accountancy, audit and business studies
- At least 3 years demonstrated experience in the management of an international team
- 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)
- Excellent coordinating and leadership skills including both team and finance management
- 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.

9. General information for applicants:

Applications need to be received before **21/01/18 midnight French time** and have to be sent by email to Véronique WEYLAND-AMMEUX, Programme Director v.weyland-ammeux@interreg2seas.eu and Nathanael HOUARD, Programme Officer 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 **25/01/18** 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 **01/02/18**. Another date is not considered. Transport and accommodation costs may be reimbursed in compliance with the Programme rules.

10. 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 (Senior Officer – position 1): EUR 4 702 Gross Salary – around EUR 3 610 Net Salary (before income tax).

Starting date: as soon as possible.