



VACANCY NOTICE
OFFICER – SENIOR PROFILES within the JOINT SECRETARIAT
for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme

Annex 1 – Financial manager

Main tasks	<ul style="list-style-type: none"> a. Support the MA in drafting administrative acts relating to financial issues and programming and in general for the achievement of sound financial management; b. support the preparation of decisions of the MC regarding project budget re-allocations and any other major changes in financial issues at project level; c. support the preparation of requests for reimbursement to the EC providing all necessary information on the procedures and checks carried out on costs for their certification; d. support the regular investigation of administrative and accounting documents in order to process the reports of financial and procedural progress requested for audit activities; e. monitoring of ERDF Programme budget and alerting on the risk of the de-commitment; f. draw up documents related to certification and verification of the Programme with particular reference to the financial aspects; g. supply and update economic and financial data in the management and monitoring system of the Programme; h. supply statistical analysis of quantitative and qualitative indicators, relating to financial progress of the projects to be submitted to the actors of the Programme; i. support the functioning of first level control systems of the Programme; j. participation in external events and seminars as it is necessary. <p>The applicants will be requested to have: strong analytical capacities, advanced computer skills (MS Office, Internet), independent attitude combined with co-operative working approach and availability to travel and work in a flexible time schedule.</p>
Eligibility specific criteria	<p>The applicants shall:</p> <ul style="list-style-type: none"> - have a valid and recognized Economics University degree of at least four years or equivalent; - have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent); - have at least 5 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds, covering aspects of finance management and/or control/audit.
Selection criteria	<p>The applicants will be evaluated on the basis of the following selection criteria:</p> <ul style="list-style-type: none"> - professional experience in projects or programmes co-financed by Structural, ESI or IPA funds covering aspects of finance management and/or control/audit, above the minimum requirement; - relevant working experience in an international/multicultural environment; - experience in European Territorial Cooperation; - good understanding of the EU institutional framework; - sound knowledge of EU financial regulations and management systems, of ERDF rules, with special reference to financial aspects; - certified knowledge of English language above the minimum requirement; - knowledge of at least one language of the Programme area.