



FINANCIAL MANAGER

JOINT TECHNICAL SECRETARIAT OF THE HUNGARY-ROMANIA

CROSS-BORDER CO-OPERATION PROGRAMME 2007-2013 –

BUDAPEST OFFICE

The Joint Technical Secretariat of the Hungary – Romania Cross Border Cooperation Programme 2007-2013, established within VÁTI Non-profit PIC. is searching for one full time Financial Manager in its Budapest Office (Hungary).

Background

Hungary – Romania Cross Border Cooperation Programme 2007-2013 promotes cross border cooperation and territorial development. The priorities of the programme include the improvement of key conditions of joint sustainable development, as well as the strengthening of social and economic cohesion in the program area. The budget of the programme, including national co-financing, makes up to approx. 275 million euro for the period of 2007-2013.

The Joint Technical Secretariat (JTS) works in close co-operation with the Managing Authority while being independent from the national administrative structures. The Joint Technical Secretariat assists the Managing Authority, the Joint Monitoring/Steering Committee and the Audit Authority in carrying out their respective duties. The duties of the JTS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection. More specifically, this includes the elaboration of Annual Reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion the project generation activities and participation in the project selection process; support the Info Point Oradea in its activities; the management of the joint partner search database and the updating of the programme's internet homepage; secretariat tasks in support of the Joint Monitoring/Steering Committee including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, including data insertion into the system.

The Joint Technical Secretariat is established within VÁTI Non-profit Kft. in Budapest and has delegated members in Békéscsaba.

In order to have a broader view on the programme and the tasks of the JTS, please check out the Operational Programme, as well as other program related documents on one the official web-site of the programme: www.huro-cbc.eu or www.hungary-romania-cbc.eu.

General job description

Financial Manager under the supervision of the Head / Deputy Head of JTS and Leading Financial Manager and according to the principles and decisions of the programme partners deals with both programme and project level financial issues including programme and Technical Assistance budget and procedures; the monitoring of financial reports of projects; providing assistance to applicants and Lead Partners on financial reporting and budgetary issues, etc.

The Financial Manager reports to the Head / Deputy Head of JTS and Leading Financial Manager and supports their work.

Tasks and responsibilities

- Constantly update, manage, disseminate financial information on the programme and report to the Joint Monitoring/Steering Committees, the Managing Authority/National Authority the Certifying Authority and the Audit Authority;
- Prepare decisions of the Monitoring Committee with regard to programme budgetary issues;
- Support the development and operation of the programme monitoring system as well as provide appropriate input into the system, in order to allow financial monitoring at programme level;
- Participate at the meetings of the Group of Auditors and manage/contribute to the organization of these meetings;
- Monitor financial flows and use of programme funds;
- Supports the management and follow-up of Technical Assistance budget;
- Participate in the development of the audit trail as well as financial implementation guidelines (e.g. definition of internal rules for the review of financial progress);
- Co-ordinate the control activities at programme level, organize and manage the meetings of the working group of the controllers;
- Fulfil other administrative tasks with relevance to financial procedures and activities (e.g. answering to queries by programme partners, contributing to the Annual Implementation Reports, etc.).
- Provide assistance and advice to individual applicants in the development of their project: guidance from a financial point of view (eligibility of expenditure/planning of the budget, financial reporting, etc.);
- Contribute to information events and other programme support activities (e.g. presentation of eligibility rules and financial procedures).
- Participates in the financial parts of the project assessment procedures ;
- Contribute to the preparation of evaluation reports and financial statistics (e.g. for the Joint Monitoring Committee).
- Keeps evidence of the amounts unduly paid to be recovered;
- Provides all necessary information to the Certifying Authority on the procedures and verifications carried out in relation to expenditure for the purpose of certification;
- Participates in the follow-up of project implementation: liaison with Lead Beneficiaries, verification of eligible expenditures, processing of project payment claims;
- Continuously monitors project implementation (e.g. by reviewing and analysing financial and progress reports), providing solutions to practical problems (advise Lead Partner if financial progress is off-schedule, if budget reallocations or modifications become necessary, etc).

Employment criteria

- Relevant college or university degree (preferably in economics or finances);
- Minimum 2 years proved experience in EU financial project or programme management (preferably Structural Funds, INTERREG, Pre-Accession Funds);
- Fluent in spoken and written English, as well as in Romanian and/or Hungarian;

- Excellent computer literacy;
- Ambition to work in an international environment with different administrative traditions;
- Willingness to travel;
- Availability to work overtime when necessary;
- Good advisory, presentation and drafting skills;
- Analytical, creative and problem-solving;
- Attention to detail and accuracy;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines.

Assets

- Good understanding and knowledge of the programme area;
- Knowledge of basic accounting procedures and regulations of the country hosting MA and CA;
- Knowledge of EU regulations on financial management (esp. of eligibility issues), including legal settings, as well as audit and control requirements;

Terms of employment

The position is based on a full-time contract under Hungarian law. The position is for a definite period of two years, with possibility of renewal for 1 more year.

Salary

The competitive salary will be related to qualifications, experience and the eventual costs associated with living abroad.

Location

Budapest, Hungary.

Application procedure

Interested applicants are requested to submit

- an EU format resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge (scanned version)

The final deadline for submitting applications is the 16th April 2012.

The candidates should send their application *in electronic format* to the following email address until the final deadline:

hr@huro-cbc.eu

The application package will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview in English.