

VACANCY ANNOUNCEMENT

for the South East Europe Territorial Cooperation Programme Joint Technical Secretariat

Financial Manager (Ref: SEE JTS – FM2)

About the SEE JTS

The Joint Technical Secretariat (JTS) is responsible for the day -to-day management of the South East Europe Territorial Cooperation Programme and supplies potential applicants with information, provides advice during the application process and accompanies the applicants until the project is finished. The JTS gives support to the Monitoring Committee, the Managing Authority and the Certifying Authority. For further information on SEE programme please visit www.southeast-europe.net.

Job Description

The **Financial Management Unit** is responsible for all programme and project level financial issues within the Joint Technical Secretariat. The **Financial Manager** is dealing with project level financial issues including monitoring of financial reports of the SEE projects; advising lead partners on financial reporting and budgetary issues; participating and contributing to lead partner seminars concerning financial matters; reporting on financial progress of the projects to programme actors.

Tasks of the Financial Manager

- to provide support and advice to lead applicants/ lead partners concerning eligibility of expenditure and financial reporting;
- to review financial reports (and progress reports if needed) and application of reimbursements;
- to advise lead partners if project financial progress and monitoring is off-schedule, if reallocations of project budget become necessary; or any other financial problem of the project requires solution;
- to support the Project Development and Management Unit in the project selection and contracting phase as needed;
- to input appropriate project financial data into the programme monitoring system;
- to contribute to the maintenance of the manuals and guidelines related to project implementation and finances;
- to participate in monitoring visits at project level as it is necessary;
- to participate and contribute to lead applicant / lead partner seminars concerning financial matters;
- to contribute to other programme level events, as it is necessary;
- to contribute to preparation of decisions of the Monitoring Committee regarding to project budget re-allocations and to any other major changes in financial issues at project level;
- to report on financial progress of the projects to programme actors

Profile

Employment criteria:

- Relevant university degree (public administration, economics, business administration, or other);
- at least **2 years of experience** in day-to-day financial management or in control or audit;
- fluent in spoken and written English and in one language of the SEE programme area;
- very good computer skills: MS Office including Word, Excel, PowerPoint, and Internet;

Key selection criteria:

- Relevant experience in the **financial management of ERDF financed transnational cooperation programme**

Assets:

- knowledge of one or more additional national languages spoken in SEE programme area (Austria, Bulgaria, Greece, Hungary, Italy, Slovakia, Slovenia, Romania, Albania, Bosnia-Herzegovina, Croatia, Former Yugoslav Republic of Macedonia (FYROM), Serbia, Montenegro);
- working experience in an international environment;
- experience in development of administrative procedures related to financial management, or control or audit;
- very good communication skills, creative and problem-solving oriented;
- a good team worker.

Terms of employment

The position will be based on a working contract under Hungarian law between the individual and VÁTI Hungarian Nonprofit Limited Liability Company for Regional Development and Town Planning hosting the Joint Technical Secretariat of the South East Europe Transnational Cooperation Programme. The contract is foreseen until the end of the programme period.

Location

The post will be based at the Joint Technical Secretariat's premises in Budapest, Hungary.

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Application procedure

- Interested applicants should submit a CV and a motivation letter in English, to the following e-mail address: job@southeast-europe.net, referring: “SEE JTS – FM2”
- The deadline for applications is **24.00 CET 4th July 2010**
- If successful in this first stage, candidates will be asked to attend an interview at the premises of the Joint Technical Secretariat, in Budapest. The interview will probably take place on **29 or 30 July 2010**.
- In addition, the candidates invited for an interview will have to submit the following documents: (a) a passport-size photograph; (b) copy of university degree certificate(s); (c) references.
- In case of high number of applications received, we cannot reply to all candidates. Applicants selected for an interview will receive a notification within one month from the submission deadline.

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