

Danube Transnational Programme 2014-2020

Job announcement

The *Danube Transnational Programme* (DTP) 2014-2020 is a financing instrument of the European Territorial Cooperation (ETC), better known as Interreg. ETC is one of the goals of the European Union cohesion policy and provides a framework for the implementation of joint actions and policy exchanges between national, regional and local actors from different Partner States. Joint transnational cooperation projects are financed in the fourteen countries of the programme. The Managing Authority and the Joint Secretariat (MA/JS), hosted by the Ministry of Finance in Hungary, with experienced international staff are covering the thematic, managerial and financial competences related to programme and project management and implementation.

The programme implementation period lasts till 2023.

Terms of employment

The position is full-time and based on a contract under Hungarian law. The contract will be concluded between the recruited candidate and the Ministry of Finance, hosting institution of the DTP MA/JS.

Salary: The competitive salary will be set according to qualifications, experience and the costs associated with living abroad.

Location: The MA/JS is located in Budapest, Hungary, where the employment is expected to take place.

Application and selection procedure

Interested applicants should submit by the deadline of **27th January 2020** the following documents by email to beata.marczis@interreg-danube.eu:

- **Europass CV** in English
- **Motivation letter** outlining why the applicant is applying for the job, what special attributes the applicant would bring and what skills, knowledge and experience the applicant has which are transferrable to this position
- **Two references** that may be contacted during the recruitment process

These documents will constitute the basis for the initial stage of candidate selection. If successful at this stage, candidates will be asked to attend to an interview in Budapest, which is planned for the 24th February 2020. Please, be aware that travel and accommodation costs for attending the interview won't be reimbursed.

For further information on the Danube Transnational Programme 2014-2020, please visit the programme website: <http://www.interreg-danube.eu>.

Job description

Description

Financial Officers are responsible for project level financial issues, including: monitoring of financial reports of the DTP projects; providing advice and information on financial reporting and budgetary issues to MA/ JS and programme stakeholders, filling in the database of the monitoring system.

Tasks

- Review, commenting and acceptance/rejection of the financial reports submitted by the projects, and provision of advice to the project partners in case of any financial problems;
- Supporting the participants of the programme in the preparation of the financial progress report relating to the projects;
- Communication with the programme controllers in matters relating to the controlling of the projects;
- Participation in the development of the relevant controls of costs and the related database with regard to the eligible expenditures and general control matters;
- Evaluation of the financial progress reports, and ensuring that the costs can be settled correctly and regularly in all circumstances;
- Provision of advice to the Lead Partners for unscheduled financial progress and monitoring, if budget reallocations become necessary, or other financial problems need to be resolved;
- Management of statements related to the validation of expenditures;
- Supporting the IPA and ENI partners and controllers, in particular in control and settlement matters;

Possible additional tasks:

- Development of the methodology of simplified costs options, implementation of related controls and trainings;
- Preparation of the specification, setting up and operation of the programme monitoring system with special regard to the financial, control and reporting modules;
- Coordination of the professional and IT tasks concerning the programme monitoring system within the organisation (treatment of errors, configuration, testing etc.), organisation of the daily communication in connection with the developers, with special regard to the treatment of errors, testing and configuration;

Profile

Essential criteria

- University degree (preferably in finance, public administration, business administration or related other fields);
- At least 4 years of experience in financial management;
- Fluency in English (very solid language skills both in written and spoken);
- Very good computer skills including MS Office Word, Excel, PowerPoint;
- Experience in working in an international environment with different administrative traditions.

Advantageous criteria:

- Sound experience in project level financial management;
- Experience in financial management of EU programme(s);
- Experience in setting up and maintaining IT (management/monitoring) systems;
- Experience in analysing and implementing simplified cost methodologies.