

Projects Finance Officer – temporary position (maternity leave cover)

May 2024

Introduction

Interreg Europe (2021-2027) is a Europe-wide funding programme, aimed at improving regional policy implementation through interregional cooperation. It targets policymakers and implementers of regional policy. The programme is covering 27 EU member states, Norway and Switzerland. Since 2024, the programme area also covers 7 EU candidate countries (Albania, Bosnia-Herzegovina, Moldova, Montenegro, North Macedonia, Serbia, Ukraine).

The programme offers two actions: interregional cooperation projects with a duration of 4 years and the Policy Learning Platform.

The programme focuses on capacity building and for the 2021-2027 period, it covers all topics relevant to the cohesion policy. The total programme budget amounts to 394 million euros.

Further information on: www.interregeurope.eu

The Hauts-de-France Region acts as Managing Authority. For the implementation of the programme, a joint secretariat has been set up in Lille (France).

The JS is looking for one Project Finance Officer to cover a maternity leave (4 months maternity leave from September till December + most likely 8 months parental leave from January till August). The Project Finance Officer assists applicants and lead partners with the development and implementation of their project - especially with regards to financial aspects.

Tasks and responsibilities

The following is an indicative, but not an exhaustive list of expected activities:

1. Specific profile tasks

- assistance to project applicants on financial aspects
- assessment of project applications with a focus on financial matters as well as state aid questions
- assistance to approved projects and controllers, eg. fulfilment of approval conditions, advice on financial reporting and financial control, budget flexibility rules, budget spending, eligibility of expenditure, public procurement and state aid rules
- monitoring project implementation, changes and closure through project progress reports with focus on financial progress
- contribution to the development and update of programmes tools and templates (such as programme manual, contracts, reporting forms, financial sections in database/online system)

- participation in internal and external events, seminars and webinars, such as training seminars for the project partners' finance and control staff.

Qualifications/ Selection criteria

Requirements:

- University degree in a relevant field;
- past experience in the management of EU-funded projects or programmes; preferably on Structural Funds;
- knowledge of European Union institutions, policies and regulatory framework, Cohesion policy and European Territorial Cooperation in particular, preferably through practical experience;
- knowledge of the management of EU-funded projects with a focus on financial management, preferably through practical experience
- Fluency in English and proficiency in at least one of the other EU languages; other languages appreciated;
- Good computer literacy (Microsoft Office);
- good writing and editing skills.

Other relevant skills:

- capacity to work in an international environment;
- sense of initiative;
- good analytical skills;
- ability to anticipate, propose and implement solutions;
- open-mindedness, positive attitude, good communication skills
- independence, but good team working abilities and service attitude;
- ability to juggle different tasks at the same time and to respect deadlines.
- outstanding organisation skills, accuracy and assertiveness

Location

Interreg Europe Joint Secretariat, Les Arcuriales – 45, rue de Tournai, entrée D, 59000 Lille, France.

Terms of employment

The position is based on a contract under French law. Contract will be made between the individual and the GEIE GECOTTI-PE, on behalf of the Région Hauts de France, Managing Authority of the programme. The position is in Lille (France).

The assignment (short term contract) will start in September 2024 and will cover the maternity leave absence (minimum of 4 months for maternity leave + potentially 8 additional months for parental leave).

Opportunity for long-term contract in the JS might arise during that period.

Remuneration package

Salary: from EUR 4,136 Gross (approximately EUR 2,800 net after tax and charges for a single person without children living in France – not binding).

What do we offer?

- Working in a multicultural environment and joining an international team dedicated to promoting pan Europe cooperation.
- Participating in programme's activities throughout Europe.
- Possibility to telework 2 days per week.
- 50% reimbursement of public transport abonnement (from home to the office) or alternatively a yearly allocation of 400€ if staff uses bike for the way to the office.

Applications

All applications should be submitted in English and include the documents below:

- a **motivation letter highlighting the main reasons for applying to the position**
- a **Curriculum Vitae** in standardised [Europass](#) format
- a **[registration form](#)** (Excel format)

This documentation will form the basis of the initial stage of candidate assessment.

Please send your application by e-mail to HR@interregeurope.eu and indicate in the subject line:
"your name - position of Projects Finance Officer"

Closing date for applications: Sunday 02 June 2024 at 12:00 (noon)

Candidates are invited to provide an easy way to contact them (mobile phone or landline).

Interviews

Selection will be made based on interview with the Secretariat. Pre-selected candidates will be invited for a short visio interview on **Thursday 13 June 2024**.

Successful candidates will be asked to come to Lille for an interview on **Thursday 27 June 2024**:

- one hour interview with a panel composed of representatives of the secretariat and the managing authority of the programme,
- one hour interview with a HR consultant,
- one hour practical exercise.

EEIG GECOTTI-PE, 45 rue de Tournai 59000 Lille France, will collect, process and store the information that you provide when you apply. This data will be used for recruitment purposes only. The data of candidates invited to the interview in Lille will be shared with our HR consultant and the Managing Authority who will use it only in accordance with our instructions and in the same purposes. The data of other candidates will not be shared with anyone else. We will keep this data for audit purposes in respect of Common Provisions Regulation (EU) No 1303/2013 Article 140. When the period stipulated in this article is over, we will delete it. If you require the erasure of your personal data before that date, please email us at HR@interregeurope.eu