



Maternity leave replacement – Project Finance Officer

General advert

February 2020

Introduction

Interreg Europe (2014-2020) is a Europe-wide funding programme, aimed at improving regional policy implementation through interregional cooperation. It targets policymakers and implementers of regional policy, in particular those responsible for Structural Funds. For its implementation, a Joint Secretariat (JS) has been set up in Lille (France).

The programme offers two actions: interregional cooperation projects (about 200 in total) and policy learning platforms (4). Projects can run 3-5 years, and the 4 platforms will run for eight years.

The programme addresses four themes:

- Strengthening research, technological development and innovation
- Enhancing the competitiveness of SMEs
- Supporting the shift towards a low-carbon economy in all sectors
- Protecting the environment and promoting resource efficiency

The total programme budget amounts to €359 million.

Further information on: www.interregeurope.eu.

The JS is looking for one Project Finance Officer to cover a maternity leave (4 to 8 months). The Project Finance Officer assists applicants and lead partners with the development and implementation of their project - especially with regards to financial aspects.



Job profile

Tasks and responsibilities

Project Finance 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 first level controllers, eg. fulfilment of approval conditions, advice on financial reporting and first level 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 first level control (FLC) staff
- accompanying EC, CA + MA + national quality checks + ensuring the follow-up if needed (in cooperation with First level control and audit Officer)

Qualifications / Selection criteria

Basic requirements:

- University degree;
- 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 writing and editing skills;
- good computer literacy (Microsoft Office);

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 end of June 2020** (exact date to be confirmed according to the start date of the maternity leave) and will cover the maternity leave absence (4 months maternity leave) + an additional period of parental leave (expected until February 2021). Opportunity for a long-term contract in the JS might arise during that period.

Remuneration package

The Secretariat offers a competitive salary along with comprehensive medical cover and pension plan.

Salary: EUR 3800 Gross (approximately EUR 2500 net after tax and charges for a single person without children living in France – not binding).

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 Project Finance Officer”

Closing date for applications: 11 March 2020

Candidates are invited to provide an easy way to contact them (mobile phone or landline) before and after the interview.

Interviews

Selection will be made through a competition based on interview with the Secretariat.

The secretariat reserves the right to shortlist candidates in the manner it deems most appropriate, including on the basis of the essential requirements.

Pre-selected candidates will be invited for a short phone interview on 2 April 2020 (invitation is expected to be sent by 26 March).

Successful candidates will be asked to come to Lille for an interview on 28 April 2020.

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