



# Recruitment of a Project Finance Coordinator

## General advert

March 2017

### 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 and policy learning platforms. Projects can run 3-5 years, and 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](http://www.interregeurope.eu).

The JS is looking for a Project Finance Coordinator to organise and monitor the finance officer's tasks related to project development, assistance to applicants, assessment of applications, monitoring of running projects incl. first level control aspects. The project finance coordinator would work under the direct supervision of the head of unit finances & audit and in close cooperation with the coordinator programme finances.

## Job profile

### Tasks and responsibilities

- Monitor the project's timeline as established by the programme (calls, assessment, reporting, project closure) and coordinating the timely set-up of procedures, templates, MC decisions.
  - Coordination of the Finance Officers' tasks related to project development, assistance to applicants, assessment of applications, monitoring of running projects incl. first level control aspects.
- Direct monitoring of a limited number of projects
- Coordinate the organisation of training seminars on financial matters for lead applicants, lead partners finance staff and FLC staff.
- Participate in finance seminars on programme and national level
- Initiate payments to projects and follow-up on their execution with the MA, CA (in close coordination with the programme finance coordinator)
- Provide input to the payment claims to the EC, annual closure of accounts, follow-up of irregularities and



- reporting to the EC in close cooperation with the programme finance coordinator
- Provide input to programme related tasks such as updates of the cooperation programme and programme evaluation
- Coordinate platform budget management with platform officer + assistant (budget, financial reports, Database functions, internal audit trail)
- Contribute to the Programme Monitoring Committee's preparation on all issues related to project finances, participation in the Monitoring Committee if needed
- Monitor/liaise with Partner States (PS) on finance related issues
- Organise project finance input to FO team meeting
- Support the head of unit for HR matters / finance team management
- Report to the head of unit and programme director

## Qualifications / Selection criteria

### Basic requirements:

- Master degree in relevant field;
- experience in the management of EU-funded projects or programmes; preferably on Structural Funds and interregional cooperation (+/- 5 years);
- knowledge of European Union institutions and policies, Cohesion policy in particular, preferably through practical experience;
- knowledge of European Union law, institutions and policies, in particular structural funds and financial regulations, eligibility of expenditure, public procurement and state aid rules;
- fluency in English and proficiency in at least one of the other EU languages; other languages appreciated;
- outstanding organisational skills, accuracy and assertiveness;
- good writing and editing skills;
- good computer literacy (Microsoft Office and database software);

### Other relevant skills:

- capacity to work in an international environment, with diversity and multi-disciplinary teams
- sense of initiative, ability to anticipate, propose and implement solutions;
- excellent time-management and organizational skills
- ability to coordinate tasks and a team; assertiveness
- good analytical skills;
- open-mindedness;
- independence, but good team working abilities;
- good verbal and written communication skills;
- precise and efficient.

## 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 (long term contract) will start as soon as possible, preferably from **June 2017**.



## Remuneration package

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

**Salary:** EUR 4700 Gross, EUR 3600 net (before French income tax and approximately EUR 3000 per month 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  
(<http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>)
- a **registration form**

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

**The applications are to be sent by e-mail to [HR@interregeurope.eu](mailto:HR@interregeurope.eu), please indicate in the subject line:**

*“your name - position of Project Finance Coordinator”*

**Closing date for applications: 20 April 2017**

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 09 May 2017 (invitation will be sent from 28 April on)

Successful candidates will be asked to come to Lille for an interview on Thursday 18 May 2017 (date TBC).