

Finance Control & Audit Officer

October 2023

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. An extension of the territory to 7 EU candidate countries (Albania, Bosnia-Herzegovina, Moldova, Montenegro, North Macedonia, Serbia, Ukraine) is planned for 2024.

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

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 379 million euros.

Further information on: www.interregeurope.eu

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

The joint secretariat is looking for a Finance Control & Audit Officer

This person will support the Partner States, their project partners, and controllers with the implementation of their control system, assist the members of the group of auditors and the audit authority and facilitate project audits and assisting project partners with the process.

Tasks and responsibilities

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

Task 1 - Financial Control and Audit

- Advice to the Partner States (incl. the EU-candidate countries expected to join the programme in 2024) on the identification of control bodies and setting up their control system; gathering the control system descriptions (and their updates)
- Establish and update the country specific information on the website
- Develop a forum for controllers to discuss and improve control and audit systems in the EU; organisation of training seminars
- Advise controllers on eligibility of expenditure, public procurement and state aid rules, budget flexibility, use of standard control documents
- Assist the Audit Authority in the audit tasks of the programme, and in particular:
 - procurement of an external audit firm to carry out the system audits and sample checks on operations
 - organisation, preparation and post-processing of Group of Auditors (GoA) meetings
 - assistance in the identification of GoA members coordination of and support to the network of GoA Members, gathering of GoA members' declarations of independence
 - coordination of sample checks with all involved parties (EC for the selection of the sample, external

- audit company, Audit Authority, GoA members, audited body for the actual audits), organisation of follow-up procedure with these actors,
 - follow-up of the external auditors' tasks in compliance with service contract, time schedule and GoA's rules of procedure
 - follow-up on action plans in case of errors with potential systemic impact
 - contribution to the drafting of the annual control report
- Assist the audited project partners during the contradictory phase
- Support to EU-MS for OLAF declarations, when needed
- Monitor the recovery of irregularities and its reporting (in close cooperation with finance officer in charge of project, project and programme finance coordinator for payments to LP, certification to EC, reporting to accounting body, AA)
- Participate in training seminars organised by PS for the project partners' finance staff and the controllers
- Participate in the organisation of training seminars targeted at the Lead Partners' finance staff and controllers

Task 2 – Project Finance Tasks

- Assist to applicants on financial aspects (email, phone, consultations, events + seminars)
- Participate in the assessment of applications with focus on budget + management + state aid,
- follow-up on fulfilment of conditions for projects approved under conditions, contracting
- Assist approved projects and controllers, eg. advice on financial reporting, budget flexibility rules, budget spending, eligibility of expenditure, public procurement and state aid rules
- Monitor projects' implementation, changes and closure through projects' progress reports with focus on financial progress
- Participate in the projects' final events, when needed
- projects mid-term review, evaluation of pilot action proposals in cooperation with project officers (for the financial + state aid aspects)
- Develop (update) of programmes tools, templates; i.e. programme manual (with an emphasis on the control confirmation and control checklist template), application + reporting, request for changes, financial corrections forms, database/online system

Task 3 - Programme related Tasks

- Contribute to the setting up and updating of the management and control system description, internal audit trail (in coordination with the programme finance coordinator),
- Contribute to the risk management system and anti-fraud strategy (in coordination with programme finance coordinator)
- Coordinate with the MA, accounting body, AA, the submission of the management declaration (in cooperation with programme finance coordinator)
- Contribute to the development and update of programmes tools in the Interreg Europe Portal (online system) (eg. audit and control section)
- Contribute to the reporting to the EC
 - assisting the accounting body in reporting irregularities to the EC, amounts recovered/withdrawn
 - providing input to the AA regarding the annual control report
- Contribute to the Programme Monitoring Committee's preparation on all issues related to control and audit, participation in meetings (when required)
- Contribute to Interact debate on financial control and audit matters
- Study of new legal framework, EU guidance, etc.
- closure of Interreg 2014-2020 programme: compiling the closure documents
- Monitor / liaise with a limited number of Partner states on general finance related issues

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, control and audit as well as legal matters, 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 (long term contract) will start as soon as possible.

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).

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 Finance Control and Audit Officer”

Closing date for applications: Sunday 19 November 2023

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

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 based on the profile requirements. Pre-selected candidates will be invited for a short phone interview on **Monday 27 November 2023**.

Successful candidates will be asked to come to Lille for an interview on **Wednesday 6 December 2023**:

- 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,
- a 30 minutes 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