

**VACANCY NOTICE**  
**OFFICER – SENIOR PROFILES within the JOINT SECRETARIAT**  
**for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme**

**Annex 1 – Financial Manager**

Main tasks	<p>a. Support the MA in drafting administrative acts relating to financial issues and programming and in general for the achievement of sound financial management;</p> <p>b. support the preparation of decisions of the MC regarding project budget re-allocations and any other major changes in financial issues at project level;</p> <p>c. support the preparation of requests for reimbursement to the EC providing all necessary information on the procedures and checks carried out on costs for their certification;</p> <p>d. support the regular investigation of administrative and accounting documents in order to process the reports of financial and procedural progress requested for audit activities;</p> <p>e. monitoring of ERDF Programme budget and alerting on the risk of the de-commitment;</p> <p>f. draw up documents related to certification and verification of the Programme with particular reference to the financial aspects;</p> <p>g. supply and update economic and financial data in the management and monitoring system of the Programme;</p> <p>h. supply statistical analysis of quantitative and qualitative indicators, relating to financial progress of the projects to be submitted to the actors of the Programme;</p> <p>i. support the functioning of first level control systems of the Programme;</p> <p>j. participation in external events and seminars as it is necessary.</p> <p>The applicants will be requested to have: strong analytical capacities, advanced computer skills (MS Office, Internet), independent attitude combined with co-operative working approach and availability to travel and work in a flexible time schedule.</p>
Eligibility specific criteria	<p>The applicants shall:</p> <ul style="list-style-type: none"> <li>- have a valid and recognized Economics University degree of at least four years or equivalent;</li> <li>- have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent);</li> <li>- have at least 5 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds, covering aspects of finance management and/or control/audit.</li> </ul>
Selection criteria	<p>The applicants will be evaluated on the basis of the following selection criteria:</p> <ul style="list-style-type: none"> <li>- professional experience in projects or programmes co-financed by Structural, ESI or IPA funds covering aspects of finance management and/or control/audit, above the minimum requirement;</li> <li>- relevant working experience in an international/multicultural environment;</li> <li>- experience in European Territorial Cooperation;</li> <li>- good understanding of the EU institutional framework;</li> <li>- sound knowledge of EU financial regulations and management systems, of ERDF rules, with special reference to financial aspects;</li> <li>- certified knowledge of English language above the minimum requirement;</li> <li>- knowledge of at least one language of the Programme area.</li> </ul>