

Danube Transnational Programme 2014-2020

Job announcement

Financial Officer (2)

The *Danube Transnational Programme* (DTP) 2014-2020 is a financing instrument of the European Territorial Cooperation (ETC), better known as Interreg. ETC is one of the goals of the European Union cohesion policy and provides a framework for the implementation of joint actions and policy exchanges between national, regional and local actors from different Partner States. Joint transnational cooperation projects are financed in the fourteen countries of the programme. The Managing Authority and the Joint Secretariat, hosted by the Ministry of Finance in Hungary, with experienced international staff, are covering the thematic, managerial, communicational and financial competences related to programme and project management and implementation.

The programme implementation period lasts till the end of 2023 with probable continuation by 2030.

1. Terms of employment

The position is full-time and based on a contract under Hungarian law. The contract will be concluded between the recruited candidate and the Ministry of Finance.

Salary

The competitive salary will be set according to qualifications, experience and the costs associated with living abroad.

Location

The MA/JS is located in Budapest, Hungary, where the employment is expected to take place.

2. Application and selection procedure

Interested applicants should submit by email to beata.marczis@interreg-danube.eu by the deadline of **5th July, 2021** the following documents:

- **Europass CV** in English
- **Motivation letter** outlining why the applicant wants the job, what special attributes the applicant would bring to the job and what skills, knowledge and experience the applicant has which are transferrable to this position

These documents will constitute the basis for the initial stage of candidate selection. If successful at this stage, candidates will be asked to attend online interview(s).

For further information on the Danube Transnational Programme 2014-2020, please visit the programme website: <http://www.interreg-danube.eu>.

3. General description of the position

The Financial Officer is responsible for project level financial issues, including: monitoring of financial reports of the DTP projects; providing advice and information on financial reporting and budgetary issues to MA/ JS and programme stakeholders, filling in the database of the monitoring system.

4. Summary of the main tasks

- Review of, commenting on and acceptance/rejection of the financial reports submitted by the projects,
- Ensuring that the costs can be settled correctly and are in line with eligibility rules in all circumstances in the case of advice given to the projects, controllers and internal and external officers;
- Handling of FLC certificates relating to the validation of expenditures;
- Provision of advice to the Lead Partners/ project partners for unscheduled financial progress and monitoring, if budget reallocations become necessary, or other financial problems need to be resolved;
- Communication with the controllers in matters relating to the controlling of the projects;
- Contribution to the development of the relevant regulations and the related databases with regard to the eligible expenditures, general control matters and project financial implementation;
- Contribution to the controllers meetings, and trainings to Lead partners and controllers on financial matters;
- Contribution to the preparation of the financial reports to programme bodies/participants relating to the projects.

5. Minimum criteria

Essential criteria

- University degree (preferably in economics, finance, public administration, business administration or related other fields);
- At least 3 years of experience in financial management;
- Fluency in English (very solid language skills both in written and spoken);

6. Selection criteria

- Level of knowledge of ESIF and other relevant regulations and its application;
- Level of experience and/ or understanding in financial management of EU programmes;
- Experience in and ambition to work in an international environment with different administrative traditions.