

## Danube Region Programme 2021-2027

### Job announcement

### Financial Officer (2)

The *Danube Transnational Programme* (DTP) 2014-2020 is a financing instrument of the European Territorial Cooperation (ETC). 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 Prime Minister's Office, with 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 2029 with possible further continuation

#### 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 Prime Minister's Office under labour code. The position is to be filled in as soon as possible.

#### Salary

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

#### 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](mailto:beata.marczis@interreg-danube.eu) by the deadline of **25<sup>th</sup> June, 2023 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 and Danube Region Programme, please visit the programme website: <http://www.interreg-danube.eu>.

### 3. General description of the position

The Financial Officer is responsible for the development and operation of the new system related to TA. He/she is also be responsible for the development, maintenance and operation of the new management system, especially related to workflow, TA and reporting. The Financial Officer may contribute to general management, administrative and HR related tasks as well.

### 4. Summary of the main tasks

- Setting up financial and controlling system for the operational cost (TA)
- Planning and monitoring TA cash flow and related financial circuits at all level;
- Prepare TA financial reports for the hosting organization, to the MC and MA/JS ;
- Supports IT project management, co-operate with external developers, internal module co-ordinators and MA/JS staff members, staff of the hosting organization;
- Participation of development of the workflow, TA and reporting modules of the management system, monitoring the delivery of the development services, including organization and supervision of the necessary tests;
- Monitors that the operational costs can be settled correctly and are in line with eligibility rules in all circumstances;
- Ensuring the internal control tasks related to the TA resources and procedures;
- Supports the development and surveillance of the related databases with regard to the operational cost and expenditure;
- Provision of advice for TA financial progress and monitoring, if budget reallocations become necessary, or other operational/financial problems need to be resolved;
- Contribution to/ Supporting HR related issues (especially in relation to TA);
- Preparation of training plans, especially related to financial management and IT;
- Contribution to the development of the relevant internal regulations and procedures;
- Contribution to the general management task, especially related to the task planning and management, work planning and organization;
- Management of internal meetings, trainings and team buildings;

### 5. Minimum criteria

#### *Essential criteria*

- University degree
- At least 3 years of experience in financial management;
- Experience in corporate financing and IT project 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 of the main subjects of the job profile (corporate financing, cash-flow planning and management, financial reporting, IT management, HR and general management support;
- Experience in and ambition to work in an international environment with different administrative traditions.