

## Danube Transnational Programme 2014-2020

### Job announcement

#### Financial Officer (1)

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](mailto:beata.marczis@interreg-danube.eu) by the deadline of **5<sup>th</sup> 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 partly 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. In addition, the Financial Officer will support the MA/JS as a general adviser and coordinator in issues related to legal field.

### 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.
  - Following the changes of the European, programme-level, national and institutional regulations directly or indirectly relating to the operation of the Danube Transnational Programme;
  - Provision of information to the MA/JS staff on any significant changes in the regulations, proposing amendments of programme documents/procedures in specific cases (according to the currently emerging needs/request);
  - Coordinates the questions related to legal interpretation of the regulations with the EC;
  - Supports the preparation of the subsidy contracts, including external funding aspects;
  - Responsible for general state aid issues, including the specific stipulation related to non-Member States;
  - Coordination and controlling of the general tasks relating to state aids, if necessary in cooperation with the State Aid Monitoring Office operated in the Ministry for Innovation and Technology in Hungary;
  - Supports the supervision of the public procurement regulations applied in the Danube Transnational Programme, including matters related to external funding, general application of the PRAG rules as relevant;
  - Coordinates and supervise the procurement activities related to the MA/JS, including co-operation with the legal unit of the Ministry of Finance in Hungary and supervision of the administrative and technical procurement related activities of the MA/JS;
- Responsible for coordination of GDPR related issues within the MA/JS.

## 5. Minimum criteria

### *Essential criteria*

- University degree (preferably in law or public administration, or economics, finance)
- At least 3 years of experience in working with EU funded programmes specifically focused on activity related to the one or more relevant fields defined under point 4 (especially legal framework, state aid, procurements, etc.)
- Up-to-date knowledge of the relevant legislation, standards and other rules and procedures connected to the execution of assignment;
- Fluent in English in speaking and writing;

## 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, legal field, supervision of procurement and state aid related activity;
- Experience in and ambition to work in an international environment with different administrative traditions.