



Vacancy announcement / job description for the Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme Joint Technical Secretariat Financial Manager position

The objective of the Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme is to develop and realise cross-border cooperation projects in the specified programme area. In order to achieve its goals the Programme set up a professional and effective JTS with international staff covering the programme area. Currently the Programme is seeking for an additional educated and experienced professional for the position of Financial Manager.

The **Joint Technical Secretariat (JTS)** is responsible for the day-to-day programme management, supplies potential applicants with information, provides advice during the application process and accompanies the applicants until the project is finished. The JTS assists the Joint Monitoring Committee and the Joint Managing Authority in carrying out their respective duties. The JTS is established within VÁTI Nonprofit Ltd. in Budapest. The **duties of the JTS** include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection. More specifically, this includes the conclusion of reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion of the project generation activities and participation in the project selection process; the management of the joint partner search database and the updating of the programme's internet homepage; secretariat tasks in support of the Joint Monitoring Committee and Project Selection Committees including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system.

In order to have a broader view on the Programme and the tasks of the JTS please check out the programme website: www.huskroua-cbc.net

POSITION: FINANCIAL MANAGER OF HU-SK-RO-UA JOINT TECHNICAL SECRETARIAT

Responsibilities of the Financial Manager of JTS

The **Financial Manager** will be responsible for Programme and project level financial issues: the financial assessment of project proposals; monitoring of financial reports of the HU-SK-RO-UA ENPI CBC projects; providing advice and information on implementation; reporting and budgetary issues to Applicants and project partners.

Tasks

- to act as contact person and advisor for financial aspects of the selected projects;
- to collect and review interim reports submitted by all projects, and to advise project partners if financial progress is not on schedule or activities change;
- to provide appropriate input to the Programme monitoring system, in order to allow financial monitoring at Programme level;
- to participate and contribute to project seminars and conferences as appropriate;
- to be actively involved in the implementation of other Programme support activities like partner-search events or forums;
- provide support and advice to Beneficiaries concerning contracting, eligibility of expenditure and financial reporting;
- to collect and review financial reports submitted by the Beneficiaries and project partners;
- to advise Beneficiaries if financial progress and monitoring is off-schedule, if budget reallocations



- become necessary, or if any other financial problem requires resolution;
- to organise and contribute to seminars concerning financial matters;
- to contribute to the Programme web site, leaflets, brochures and other publications;
- to participate in preparation of the financial plans and reports.

Employment criteria

- **Relevant university degree (regional development, spatial planning, public administration, economics, law or other);**
- **At least 2 years of experience in one of the priorities of the HU-SK-RO-UA ENPI CBC Programme or at least 2 years of experience in EU funded programme management (preferably ENPI, Structural Funds, Cohesion Fund, INTERREG, Pre-Accession Funds, Phare CBC);**
- **Fluent in spoken and written in English and in one language of the Programme area (more is an advantage);**
- **Work experience in financial management, preferably with public funds.**

Assets

- good understanding and knowledge of the programme area;
- ambition to work in an international environment with different administrative traditions;
- able to propose solutions for administrative procedures related to project management, including legal settings, audit and control requirements;
- preferably experience with the administration of Structural Funds and/or EU programme/ or international project management;
- knowledge of cross-border cooperation;
- very good computer skills: MS Office including Excel, Word and PowerPoint, Internet;
- analytical, creative and problem-solving thinking;
- a good team worker
- self-confidence;

Terms of employment

The position is based on a full-time contract under Hungarian law and is for a definite period, until the end of 2015 but it may be prolonged. The employment is linked with the programming period of the Hungary-Slovakia-Romania-Ukraine ENPI Cross-border Co-operation Programme.

Salaries

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

Location

Budapest, Hungary.

Application procedure

The deadline for applications is **8 September 2014**.

Interested applicants should submit

- a resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge (copy only)

These documents will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview.



Hungary-Slovakia-Romania-Ukraine
ENPI Cross-border Cooperation Programme

The Programme is co-financed by the
European Union



The application should be submitted by registered mail or courier service directly to the following address:

**HU-SK-RO-UA ENPI Joint Technical Secretariat
Széchenyi Programme Office Nonprofit Ltd.
H-1016, 30-32, Gellérthegy u. Budapest
Hungary**

Please declare on the envelope:

Application for the HU-SK-RO-UA JTS Financial Manager position

Only those applications submitted by the closing date to this vacancy announcement will be eligible for consideration.

The candidate should send his/her **CV and motivation letter in electronic format** as well to the following email addresses until the deadline:

aszakacs@vati.hu, gabor.jenei@me.gov.hu