



## **FINANCIAL MANAGER**

### **JOINT TECHNICAL SECRETARIAT OF THE HUNGARY-SLOVAKIA CROSS-BORDER CO-OPERATION PROGRAMME 2007-2013 – BUDAPEST OFFICE**

***The Joint Technical Secretariat of the Hungary – Slovakia Cross Border Cooperation Programme 2007-2013, established within VÁTI Non-profit PLC. is searching for one full time Financial Manager in its Budapest Office (Hungary).***

#### **Background**

**Hungary – Slovakia Cross Border Cooperation Programme 2007-2013** promotes cross border cooperation and territorial development. The priorities of the programme include the integrated development of the economy and the society in the programme area and the improvement of the physical conditions of cross-border co-operation, primarily in the fields of transport and communication, as well as interventions to improve the natural environment. The ERDF budget of the programme makes up to approx. 176,5 million euro for the period of 2007-2013.

The Joint Technical Secretariat (JTS) works in close co-operation with the Managing Authority while being independent from the national administrative structures. The Joint Technical Secretariat assists the Managing Authority, the Joint Monitoring Committee and the Audit Authority and the Certifying Authority in carrying out their respective duties. 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 elaboration of Annual Reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion the project generation activities and participation in the project selection process; support the Regional Info Points in Košice and Nitra in its activities; 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 including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, including data insertion into the system.

The Joint Technical Secretariat is established within VÁTI Non-profit Kft. in Budapest.

***In order to have a broader view on the programme and the tasks of the JTS, please check out the Operational Programme, as well as other program related documents on the official web-site of the programme: <http://www.husk-cbc.eu/>.***

#### **General job description**

The Financial Manager under the supervision of the Head of JTS and according to the principles and decisions of the programme partners deals with both programme and project level financial issues including programme and Technical Assistance budget and procedures; the monitoring of financial reports of projects; providing assistance to applicants and Lead Partners on financial reporting and budgetary issues, etc.

The Financial Manager reports to the Head of JTS and supports his/her work.

### ***Tasks and responsibilities***

- Constantly update, manage, disseminate financial information on the programme and report to the Joint Monitoring Committee, the Task Force, the Managing Authority/National Authority the Certifying Authority and the Audit Authority;
- Prepare decisions of the Joint Monitoring Committee with regard to programme budgetary issues;
- Support the development and operation of the programme monitoring system as well as provide appropriate input into the system, in order to allow financial monitoring at programme level;
- Participate at the meetings of the Group of Auditors and manage/contribute to the organization of these meetings;
- Monitor financial flows and use of programme funds;
- Support the management and follow-up of Technical Assistance budget;
- Participate in the development of the audit trail as well as financial implementation guidelines (e.g. definition of internal rules for the review of financial progress);
- Co-ordinate the control activities at programme level, organize and manage the meetings of the working group of the controllers;
- Fulfil other administrative tasks with relevance to financial procedures and activities (e.g. answering to queries by programme partners, contributing to the Annual Implementation Reports, etc.).
- Provide assistance and advice to individual applicants in the development of their project: guidance from a financial point of view (eligibility of expenditure/planning of the budget, financial reporting, etc.);
- Contribute to information events and other programme support activities (e.g. presentation of eligibility rules and financial procedures).
- Participates in the financial parts of the project assessment procedures ;
- Contribute to the preparation of evaluation reports and financial statistics (e.g. for the Joint Monitoring Committee).
- Keeps evidence of the amounts unduly paid to be recovered;
- Provides all necessary information to the Certifying Authority on the procedures and verifications carried out in relation to expenditure for the purpose of certification;
- Participates in the follow-up of project implementation: liaison with Lead Beneficiaries, verification of eligible expenditures, processing of project payment claims;
- Continuously monitors project implementation (e.g. by reviewing and analysing financial and progress reports), providing solutions to practical problems (advise Lead Partner if financial progress is off-schedule, if budget reallocations or modifications become necessary, etc).

### ***Employment criteria***

- Relevant university or college degree (preferably in economics or finances);
- Minimum 3 years proved experience in EU financial project or programme management (preferably Structural Funds, INTERREG, Pre-Accession Funds);
- Fluent in spoken and written English, as well as in Slovakian and/or Hungarian;
- Excellent computer literacy;
- Ambition to work in an international environment with different administrative traditions;
- Willingness to travel;

- Availability to work overtime when necessary;
- Good advisory, presentation and drafting skills;
- Analytical, creative and problem-solving;
- Attention to detail and accuracy;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines.

### **Assets**

- Good understanding and knowledge of the programme area;
- Knowledge of basic accounting procedures and regulations of the country hosting MA and CA;
- Knowledge of EU regulations on financial management (esp. of eligibility issues), including legal settings, as well as audit and control requirements;

### **Terms of employment**

The position is based on a full-time contract under Hungarian law. The contract is foreseen until the end of the programme period.

### **Salary**

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

### **Location**

Budapest, Hungary.

### **Application procedure**

Interested applicants are requested to submit

- an EU format resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge (scanned version)

**The final deadline for submitting applications is the 25<sup>th</sup> of June 2013.**

The candidates should send their application *in electronic format* to the following email addresses until the final deadline:

[allas4@vati.hu](mailto:allas4@vati.hu)

cc: [gabor.jenei@nfu.gov.hu](mailto:gabor.jenei@nfu.gov.hu)

[iveta.namerova@build.gov.sk](mailto:iveta.namerova@build.gov.sk)

**Please indicate “Application for the HU-SK Financial manager position” in the subject!**

The application package will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview in English. Only those applications received by the closing date to this vacancy announcement will be eligible for consideration.