

Annex 1. Position Tasks and Selection Criteria

Adrion Job description 2015

Joint Secretariat – VACANCY

Two Finance Officers

Position	ADRION JS Finance Officer
Description	The main tasks of the Finance Officers are to provide information to potential applicants on financial topics, to support the preparation and implementation of transnational projects and in particular the monitoring of financial progress reports and requests for reimbursement by Lead beneficiaries.
Main Tasks	<ul style="list-style-type: none"> • Provides support and advice to lead applicants/lead partners and/or partners concerning eligibility of expenditure and financial reporting; • Supports the project assessment, selection and contracting phase as needed; • Reviews financial reports, progress reports and applications for reimbursement; • Monitors approved operations and advises lead partners if project financial progress is off-schedule, if reallocations of project budget become necessary or any other financial problem of the project requires solution; • Contributes to the updating of the manuals and guidelines related to project submission and implementation on financial matters; • Keeps relations with First Level control systems in all the countries participating in the Programme, with special attention to EU Partner States; • Contributes to financial and audit seminars for project partners and controllers organized by the Programme; • Participates in external events and seminars as necessary; • Elaborates data on Programme financial performance; • Supports the Managing Authority in its functions as Certifying Authority; • Keeps financial data of the e-MS updated; • Monitors ERDF Programme budget and alerts on the risk of the de-commitment;

	<ul style="list-style-type: none"> • Elaborates reports, presentations and statistics for the MA/MC and contributes to reporting to the EU Commission; • Participates in monitoring visits at project level as it is necessary; • Contributes to preparation of decisions of the Monitoring Committee regarding project budget re-allocations and to any other major changes in financial issues at project level.
Eligibility¹, selection criteria	<p><i>Eligibility criteria</i></p> <p>The applicants shall :</p> <ul style="list-style-type: none"> • Have a valid and recognized University degree of at least four years² • enjoy his/her full rights as a citizen; • have not been convicted of any criminal offence and shall have no criminal proceeding pending³; • have fulfilled any obligations imposed by the applicable laws concerning military/civil service (if applicable); • have sent all the required documents as listed in the vacancy notice; • have an excellent oral and written English: at least Level C1, according to the Common European Framework of Reference for Languages (CEFR), or the equivalent level according to other internationally accepted scales, (i.e. American Council on the Teaching of Foreign Languages (ACTFL)); • At least 3 years of professional experience in EU funded projects/programmes or in an International environment, covering aspects of finance management and/or control/audit. <p>Evaluation criteria</p> <p>The following professional elements will be evaluated:</p> <ul style="list-style-type: none"> • Relevant working experience in an international/multicultural environment; • Sound knowledge of EU financial regulations and management systems, of ERDF

¹ The eligibility criteria comprise a set of formal requirements which applicants need to fulfil in order to be eligible for a specific selection procedure. Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

² If a degree is not obtained in EU, it should be officially recognized by the Italian Consulate with a Declaration of value. This document has to be provided only by the selected candidate prior to the contract signature.

³ Prior to appointment, successful applicants will be required to provide a police certificate confirming the absence of any criminal record.

	<p>and IPA rules, with special reference to financial aspects;</p> <ul style="list-style-type: none"> • Good understanding of the EU institutional framework; • Accuracy, experience and knowledge related to project/programme financial management techniques, preparation of reports and presentations; • Experience in European Territorial Cooperation; • Strong analytical capacities; • Advanced computer skills : MS Office, Internet, programme monitoring systems; • Independent attitude combined with co-operative working approach; • Availability to travel and work in a flexible time schedule; • Readiness and availability to work independently and to fit in with the international JS team.
	<p><i>The following elements will guide the attribution of scores to candidates by the Recruitment Committee, both for the evaluation of CVs and for the interview:</i></p> <p>Education track</p> <ul style="list-style-type: none"> • Post graduate degree (Master, PhD, other post graduate studies) in the thematic domains addressed by the Programme (e.g. Research, Development and Innovation; Protection, promotion and valorization of natural and cultural assets; Transport infrastructures and services) or in Accountancy, Economics, Financial Management; • Training and specialization courses in the thematic domains addressed by the Programme, or in Accountancy, Economics, Financial Management; • Others (e.g. publications, scholarships, fellowships, awards, internships, etc.) in the thematic domains addressed by the Programme or in Accountancy, Economics, Financial Management. <p>Professional and managerial experience and knowledge</p> <ul style="list-style-type: none"> • Professional experience beyond the minimum requirement; • Experience in working in an international/multi-cultural environment; • Experiences in team working. <p>Specific professional experience and knowledge</p> <ul style="list-style-type: none"> • EU project and programme financial management experience, with particular reference to ERDF and IPA funds;

	<ul style="list-style-type: none">• Knowledge and experience on EU funds financial regulations and management systems;• Knowledge of EU policies and European Territorial Cooperation;• Understanding and knowledge of the cooperation area will be considered an asset; <p>IT skills</p> <ul style="list-style-type: none">• Advanced computer skills with particular regard to software and applications for financial monitoring, management and control, as demonstrated by professional experiences and/or certifications (e.g. SAP certification). <p>Language skills</p> <ul style="list-style-type: none">• Level of knowledge of English language (above Level C1 according to CEFR and above the corresponding levels according to other internationally accepted scales);• Knowledge of official languages of the ADRION geographical area.
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