

Vacancy for a “Finance Officer” at the Joint Technical Secretariat’s Rostock office – Closure date: 31 May 2010

The Baltic Sea Region Programme 2007-2013 is being implemented as an integrated programme combining ERDF/Norwegian funding with funding of the European Neighbourhood and Partnership Instrument (ENPI). Eight EU Member States and Norway have designated Investitionsbank Schleswig-Holstein as Managing and Certifying Authority. As Managing Authority, IB hosts a Joint Technical Secretariat (JTS). The JTS is located at Rostock and Riga. For staff of the Rostock office, IB acts as employer.

The JTS includes about 18 staff. In addition, the Rostock Office hosts two Info Points for related EU territorial co-operation programmes. The JTS is headed by a director. JTS staff is international. English is the official programme language. Finance officers form the JTS “Finance Team” that is managed and led by a team leader.

We are looking for a new colleague supporting the preparation and implementation of transnational projects, in particular the monitoring of financial reports. Training on the job will be provided by JTS finance officers. The job can be started as soon as possible. The new colleague will be employed to replace one of the Finance Officers being on parental leave, so the contract will end on 31 December 2011.

The candidate shall have a relevant university degree and proven experience with administration of EU-funded programmes.

The employment contract will be concluded under German law with Investitionsbank Schleswig-Holstein. The annual gross salary will range between 38,000 and 50,000 EUR depending on qualification and experience. The programme language is English. The employment is based at the Joint Technical Secretariat’s Rostock office.

Candidates are requested to send their CV, a Motivation Letter and their expectation towards the annual gross salary by e-mail to: info@eu.baltic.net. All documents shall be submitted in English language. Closing date is Friday, 31 May 2010.

Successful candidates will be invited for a personal interview in Rostock, **preliminary dates 14 June/17-18 June**. Travel costs for the interview candidates will be reimbursed.

More information can be obtained via e-mail or by phone from: Thomas Weber, tw@eu.baltic.net or +49-381-454845287.



General Responsibilities:

The finance officers at the JTS are responsible for implementing the tools as well as the administrative procedures at programme and project level concerning project monitoring and reporting. They are the main contacts to project partners, for providing advice, support and information on implementation, reporting and budgetary issues. They draft reports and information on project and programme progress to the Baltic Sea Region Programme Monitoring Committee and the European Commission as well as Norway regarding the Norwegian funds.

The tasks of a finance officer shall include, but not be limited to:

- Updating of procedures and related documents for the implementation of the Baltic Sea Region Programme (application, assessment, reporting and monitoring, special instruments etc.);
- In close cooperation with the project officers, providing general advice, support and information to applicants and project partners on project development, application, assessment, contracting, implementation, reporting, budgetary and payment issues;
- Monitoring in particular the financial project implementation and finalisation by means of checking progress and final reports, supported by operating the project database, and ensuring the follow-up of outstanding issues;
- Cooperating with the JTS Project Officers on issues related to project budgets and finances, in particular regarding requests from projects on changes in set-up, finances, timing etc.;
- Contributing to the preparation of Monitoring Committee meetings, related task force meetings, and, as appropriate, written decision-making procedures;
- Designing and implementing of targeted project seminars, assisting in information and communication activities, preparing information for the programme's website;
- To prepare on-demand reports and statistics for the JTS, the Managing and Certifying Authority, the Audit Authority as well as national and regional authorities participating in the programme.

Personal profile:

- University degree (preferably public administration, business administration, economics, banking or related relevant fields);
- Sound knowledge of and practical experience with implementing European Funds such as the Structural Funds;
- Trained in public budget planning, or work experience in a financial organisation or institution is of advantage;
- Fluent in English in speaking and writing, knowledge of other BSR languages of advantage;
- Computer literacy: MS Office incl. Word, Excel and PowerPoint, Internet.

Personal characteristics such as flexibility, communication and presentation skills, problem and conflict solving skills, ability to work in multi-cultural environment and a cooperative working approach, as well as quick understanding and good analytical skills are required. Ability to propose solutions to transnational issues arising from administrative, legal or cultural differences is also a crucial factor. Position requires occasional travelling.