

## **Vacancy for a "Finance Assistant – Payments & Administration" at the Joint Technical Secretariat's Rostock office – Closure date: 9 May 2011**

Part-time employment (20 hours / week, individual agreement on working hours is possible)

### **Background:**

The Baltic Sea Region Programme 2007-2013 is 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 (IB) as Managing Authority and Certifying Authority of the Baltic Sea Region Programme 2007-2013. In its responsibility as Managing Authority, IB sets up and hosts a Joint Technical Secretariat (JTS). The JTS is located at Rostock and Riga. Members of JTS staff are international. The official programme language is English.

Finance officers/assistants form the JTS "Finance Team" that is managed and led by a team leader.

**We are looking for a new colleague with relevant professional experience in accounting and administration. The job can be started as soon as possible and will end on 31 December 2015.**

### **General responsibilities:**

The "Finance Assistant – Payment & Administration" will be responsible for providing efficient service to the Joint Technical Secretariat (JTS) and the Managing Authority (MA) in running the day to day accounting business and other regular administrative work related to the functioning of the Rostock office. The "Finance Assistant – Payments & Administration" will also be a main contact point to the Certifying Authority (CA). He/she will work closely with the Team Leader Finances and Administration and the Finance Assistant – Accounting & Administration.

### **Specific tasks will include but not be limited to:**

- A) **Executing payments** via the software SFirm32.
- B) In cooperation with the responsible finance officer/assistant **support the day-to-day accounting business** and financial administration **in relation to IB**, e.g.
- Preparing purchase orders for all services, training, equipment and office supplies;
  - Registering, follow-up and control of all incoming invoices;
  - Check of, SAP-lists, cost statements of IB or third parties;
  - Preparing and updating tables/overviews for financial monitoring and reports on the use of funds;

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- Taking care on contracts related to the office premises;
  - Keeping up filing system for all types of documents, forms, and statistics;
  - Archiving of relevant documentation.
- C) Assist and **support the CA** in her daily tasks; maintaining the trust account tables, administer programme specific settings in SFirm32.
- D) Assist and **support the JTS** in administrative matters as necessary, e.g. registering and uploading project progress reports.

### Qualifications required:

- Trained as bookkeeper, accountant, or related relevant fields (e.g. clerk);
- Work experience with book-keeping or accounting;
- Very good communication skills;
- Fluent in German, ability and willingness to communicate in English;
- Computer literacy (Windows7, Office 2010, professional online banking software);
- Accurate, reliable, well-organised, self-motivated. Service minded and problem-solving oriented.

The employment contract will be concluded under German law with Investitionsbank Schleswig-Holstein. The annual gross salary will depend on qualification and experience. The employment is based at the Joint Technical Secretariat's Rostock office.

Candidates are requested to send their CV and a Motivation Letter including respective references proving that your professional experiences match our required profile by **e-mail and in English language** to: **info@eu.baltic.net**.

**Closing date for application is 09 May 2011.** Successful candidates will be invited for a personal interview in Rostock, preliminary dates: **20 May and 23 May 2011.**

More information can be obtained via e-mail or by phone from: Thomas Weber, tw@eu.baltic.net or Corinna Günther, cg@eu.baltic.net or +49-381-454845276.

