

Financial and office manager

Responsibilities / Tasks

1. Programme Implementation

- Constantly update, manage, disseminate financial information and report to the Joint Monitoring Committee, the Managing Authority, the Certifying Authority and the Audit Authority;
- 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;
- Coordinate and participate in the meetings of the Group of Auditors;
- Monitor financial flows and use of programme funds;
- Management and follow-up of Technical Assistance budget.

2. Project Development

- Provide assistance and advice to individual applicants in the development of their project: guidance from a financial point of view (eligibility of expenditure, financial reporting, etc.);
- Contribution to information events and other programme support activities (e.g. presentation of eligibility rules and financial procedures).

3. Project Assessment

- Participate in the project selection and evaluation procedure;
- Contribution to the preparation of evaluation reports and financial statistics (e.g. for the Joint Monitoring Committee).

4. Project Implementation

- Follow-up of project implementation: liaison with Lead Beneficiaries, reviewing and analysing project progress reports, processing of project applications for reimbursement; providing solutions to practical problems (advise Lead Beneficiaries if financial progress is off-schedule, if budget reallocations or modifications become necessary, etc).

5. Office administration for the JTS staff

- Assisting in compiling and administering data/documents/information for internal use (staff working/attendance sheets, staff calendar, internal meetings, holiday sheets);
- Organising/monitoring/invoice-checking of travel arrangements for all staff members;
- Exercising control over invoices, following financial flows of Technical Assistance funds.

Basic requirements

- Relevant university degree (preferably in economics or finances);
- Fluent in spoken and written English, as well as in Croatian and/or Hungarian;
- Attention to detail and accuracy;
- Analytical, creative and problem-solving;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines;
- Excellent computer literacy;
- Flexible approach to work; willingness to travel.

Assets

- Experience in EU financial project or programme management (preferably Structural Funds, INTERREG, Pre-Accession Funds);
- Knowledge of Practical Guide to contract procedures for EU external actions;
- Understanding and knowledge of the Programme area;
- Knowledge of basic accounting procedures;
- Knowledge of EU regulations on financial management (esp. of eligibility issues), including legal settings, as well as audit and control requirements;
- Good advisory, presentation and drafting skills.