

JOB OFFER	
Job title	Interreg MED Programme Joint Secretariat Finance officer
Directorate	Directorate of the Managing Authority (Direction de l'Autorité de Gestion - DAG)
Department	Joint Secretariat (Service Interreg MED - SIM)
Unit	Finance Unit (Unité Finance - UF)
Objective of the Department or of the Unit	Implementation and follow-up of the Interreg MED Programme management and control system Financial follow-up of the Interreg MED Programme and projects
Immediate superior	Head of unit
Management functions	No
JOB DESCRIPTION	
Global description of the missions	Under the responsibility of the Head of unit, he or she will contribute to the follow-up of the Interreg MED Programme management and control system, both at Programme and projects level. He or she will work in cooperation with the other Finance Unit members and with the other Units of the Joint secretariat.
Activities	<ul style="list-style-type: none"> - Centralise the information on the physical and financial progress of the Programme and projects, in cooperation with the Programmes Authorities and develop analysis; - Establish a database of all the projects that have been evaluated and include in it the Monitoring Committee decisions concerning the implementation of the projects; - Ensure the management and follow-up of the data concerning the programme and projects monitoring through the development and use of specific adapted tools; - Inform the Managing Authority, the Certifying Authority, the European Commission and national bodies on the financial progress of the Programme and projects; - Lead the preparation and submission of the annual accounts, in coordination with the Managing Authority, the Certifying Authority and the Audit Authority; - Assist the coordination of the preparation and updating of internal management tools and procedures; - Participate in the preparation of Programme documents and publications for beneficiaries and First Level Controllers, in particular. - Organise training sessions for beneficiaries and First Level Controllers; - Assist beneficiaries in the elaboration of financial reporting by developing specific manuals and organising training sessions;

	<ul style="list-style-type: none"> - Ensure compliance with the audit trail; - Contribute to the coordination of the follow-up and the management of projects modification requests; - Contribute to the coordination of the final examination of payment claims, certified at national level, together with the Managing and Certifying Authorities; - Participate in the development of the Programme's online monitoring tools and ensure their proper functioning; - Provide guidance and assist the coordination of the project and Programme control system; - Centralise information on controls, errors, irregularities and recoveries; - Monitor the audit work, particularly the second level controls and the Group of Auditors; - Assist in the coordination and implementation of the MA/JS' on the spot checks; - Lead the implementation of the internal control system, the updating of the Programme's risk mapping and the use of Arachne, in liaison with the Managing Authority and the Audit Authority; - Participate in the drafting of annual and final implementation reports; - Contribute to and participate in the Programme Monitoring and Steering Committees; - Elaborate analyses on the financial progress of the Programme and projects; - Animate the First Level Controllers network of the Interreg MED Programme; <p>- Be available for frequent travels in other countries (participation in the committees, internal project meetings ...).</p> <p>He or she may carry out any activity necessary to the Joint Secretariat or to ensure the continuity of service.</p>
REQUIRED SKILLS	
Education, diploma and certificates	Higher university degree, preferably in legal affairs or economics ; Solid professional experience of at least 5 years in the field of monitoring of cooperation Programmes and projects
Knowledge	<p>Excellent knowledge of EC Regulations for Structural Funds and, in particular, concerning eligibility of expenditure, payment procedures and control systems</p> <p>Very good skills in the field of financial management</p> <p>Very good knowledge of IT systems, of data statistical tools and management of monitoring systems</p> <p>Languages: Fluency in French or English and proficiency in the other language. Good knowledge of at least one other language of the Programme.</p>
Skills	<p>Team work capacities;</p> <p>Facility in written and oral expression.</p> <p>Good interpersonal skills for the participation in international working groups.</p>

Interpersonal skills	Autonomy Capacity to take initiatives Team spirit Stress resistance; Versatility and flexibility.
CHARACTERISTICS - MODALITIES AND CONSTRAINTS	
Place of work	Provence-Alpes-Côte d'Azur Region - Marseille
Functional Relationships	Ongoing relations with beneficiaries, national, regional and local authorities of the participating States, Certifying Authority, representatives of the European Commission and other international institutions. Internally, permanent relationships with the MED Managing Authority and possible relationships with other Departments of the Region.
Ethical code of conduct	Any officer undertakes not to divulge, outside the strictly professional context, or to use for personal purposes any confidential information linked to his responsibilities and activities. Any officer must comply with the conflict of interest procedures established by the Programme.
	This position is fully co-financed: - 80% by ERDF, - 20% by co-financing from the Member States of the Programme.

NB: this job description may be subject to change according to the Region's missions, projects and constraints.