

Centrum Projektów Europejskich is searching for a candidate to join:

The Joint Technical Secretariat of the Cross-border Cooperation Programme

Poland – Slovak Republic 2007-2013

for the position of:

Financial Officer

Nr ref. CPE - III- 1/2010

Number of vacancies: 2
Place of work: Kraków, Republic of Poland

The Financial Officer will be responsible for the financial monitoring of the PL-SK Programme projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues to the applicants and Beneficiaries as well as coordinating the financial issues on the Programme level.

I. Examples of tasks:

- being responsible for financial management of the Programme;
- analysing and assessing the project applications;
- collecting and reviewing financial reports submitted by the Project Partners;
- managing major budget reallocations in the projects;
- reporting on financial progress of the projects to allow financial monitoring at the Programme level;
- acting as a contact person and advisor on financial aspects of the projects co-financed by the ERDF and implemented through the Programme;
- providing support and advice to the Lead Beneficiaries on the contract implementation, eligibility of expenditure and financial reporting;
- monitoring and advising the Lead Beneficiaries when and if the financial progress and monitoring is off-schedule, when and if budget reallocations become necessary, or when and if any other financial problems require solutions;
- preparing individual Subsidy Contracts for approved projects;
- analysing, capitalising and promoting project results;
- assisting the technical implementation of the Programme;
- preparing input to the annual implementation report;
- assisting the Monitoring Committee meetings;
- providing Programme management support including implementation of decisions made during the MC meetings, drafting minutes, preparation of the Programme documents, etc;
- maintaining of the Programme financial database;

- participating and contributing to information and promotion activities (eg. training seminars, workshops, partner search forums).

II. Essential qualifications:

- University degree, preferably in Finances, Economics, European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or related fields;
- and at least 2 years of professional experience
- at least 2 year experience with the financial administration of Structural Funds and/or EU Programme/ or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- fluency in English (both written and spoken);
- excellent computer skills with respect to MS Office.

III. Additional assets:

- experience in financial management and budgeting, preferably in cross-border; transnational and interregional co-operation programmes;
- excellent analytical skills;
- ability to work under stress;
- ability to offer solutions concerning transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- knowledge of the Slovak language and Slovak regulations on the structural funds;
- knowledge of the Polish language will be considered as an additional asset.

IV. Required documents:

1. CV in English, with a candidate's statement: *"I hereby agree for my personal data contained in my job application to be processed by institutions involved in the implementation of the Programme i.e.: Centrum Projektów Europejskich (the Centre of European Projects) in Warsaw, Ministerstwo Rozwoju Regionalnego (the Ministry of Regional Development) in Warsaw, Poland and Ministerstvo výstavby a regionálneho rozvoja (The Ministry of Construction and Regional Development) in Bratislava, the Slovak Republic (according to Law on Personal Data Protection of August 29, 1997 – Journal of Laws of the Republic of Poland No.133, item 883);*

We would like to inform that applications without above statement will not be considered.

2. A cover letter in English, of no more than two pages, briefly describing the suitability of the candidate in relation to the tasks and qualifications relevant to the post;
3. Copies of documents proving qualifications, including certificates of previous employment;
4. In case of disabled persons – the copy of certificate on disability grade or equivalent document defined in article 5 or article 5a in Act on Vocational and Social Rehabilitation and Employment of Disabled Persons dated August 27, 1997.

Applications stating the reference number and including all required documents, must be submitted or sent by post **till February 12th, 2010** to the following address:

**Centrum Projektów Europejskich
ul. Domaniewska 39 A
02-672 Warszawa**

Additionally, the CV and the cover letter should also be sent by e-mail to:

rekrecja@cpe.gov.pl,
Mr Grzegorz Gołda: ggolda@plsk.eu,
Ms. Elena Molnarova : elena.molnarova@build.gov.sk

Please quote the reference number in the e-mail subject.

Additional information:

Type of a contract: a full-time employment contract under Polish law.

The applications without the reference number will not be considered.

Only those applications received by the closing date to this vacancy announcement will be eligible for consideration.

The interviews will be held in Krakow, Republic of Poland, in the Joint Technical Secretariat office.

For any further information please contact Ms. Justyna Byczek at the following address:

Justyna.Byczek@cpe.gov.pl, cc: ggolda@plsk.eu.

We will contact only selected candidates. We don't return the application documents..

The applications of candidates who will not be selected for employment shall be destroyed.