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## Recruitment announcement

The Regional Council of Southwest Finland is recruiting staff to the Joint Secretariat of the Central Baltic Programme 2014-2020. The programme area includes regions from Estonia, Finland incl. Åland, Latvia and Sweden and the programme funds cross-border cooperation between partners from these countries.

The programme supports projects in four priorities:

- competitive economy
- sustainable use of common resources
- well connected region
- skilled and socially inclusive region

The funding that the programme allocates to projects comes from the EU's European Regional Development Fund (ERDF). The total ERDF budget of the programme is 122 MEUR.

The Regional Council of Southwest Finland is now looking for members of staff to support in the implementation of the programme.

The programme currently has 17 members of staff. The programme strives for international staff and a balanced knowledge of all programme languages and cultural backgrounds within the whole team. To complement the current team a good command of Swedish and good understanding of Swedish society is seen as an advantage for the applicants.

Both tasks require an understanding of EU funding instruments and especially the European Regional Development Fund (ERDF) or, specifically, European Territorial Cooperation (ETC).

## Communication manager

The main tasks will consist of

- Coordinating the preparation of the Communication strategy of the programme
- Coordinating the implementation of the Communication strategy (team leader for the programme information officer and Contact Point staff as well as cooperation with other staff)
- Planning and drafting information and communication materials for the programme
- Arranging information and communication events for the programme
- Supporting projects in their communication activities
- Preparation of necessary documents and materials for the Managing Authority, Member States and other stakeholders

## Requirements

- Experience of international cooperation. Experience of working in EU funded projects is seen as an asset.
- Experience of information and communication work
- The ability to lead a team, demonstrated in good team working skills and the ability to make decisions
- Good communication skills (written and spoken communication as well as direct communication with stakeholders)
- Very good written and spoken English
- Good command of at least one official language of the participating countries
- Higher university degree in relevant field

## Financial Controller

The main tasks will consist of tasks defined in EU regulations as tasks of the Certifying Authority as well as tasks defined by the programme:

- Financial monitoring and certification of project's payment claims/financial reports and preparation of ERDF payments to the Lead Partners of the projects
- Preparation of reports and statistics including payment claims (ERDF) and annual reporting to the European Commission
- Contributing to the overall development and maintenance of control and management system of the Programme
- Contributing to the co-operation between MA/JTS and organisations responsible for national First Level Control (FLC)
- Coordination of the work of the Financial officers in handling project payment claims
- Communicating and sharing information with stakeholders
- Contributing to the preparation of necessary documents and materials for the Managing Authority, Member States and other stakeholders

Specifically, the task will consist of the following:

- Ensuring that the Joint Secretariat has conducted its assessments adequately
- Ensuring that expenditure complies with applicable Community, national and programme level rules checked by the First Level Controllers
- Arithmetic checks, including records of amounts recoverable, amounts recovered and amounts withdrawn from payment applications
- Drawing up accounts on the expenditure that was incurred in accordance with EU regulations
- Taking into account audits carried out by the Second Level Audits or other relevant bodies

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- Preparing payment requests to the European Commission through the SFC2014 database
- Contributing with information to different programme bodies
- Supporting the decisions of the Monitoring Committee regarding programme level financial issues
- Participating in and contributing to the guidance and support tools towards funded projects.

### Requirements

- Good administrative skills (understanding of the EU regulatory framework is seen as an asset) and experience in financial controlling and reporting;
- Experience of the administration of international cooperation (preferably cross-border cooperation). Experience of working in projects is seen as an asset.
- The ability to lead a team, demonstrated in good team working skills and the ability to make decisions
- A pro-active approach and willingness to develop yourself and your work
- Very good written and spoken English
- Good command of at least one official language of the participating countries. Fluent Finnish is a strong asset.
- University or Bachelor degree in any suitable field of relevance to the mentioned tasks, e.g. finance, accounting

### Terms of employment

All members of staff will be employed by the Regional Council of Southwest Finland. The location of work will be the Regional Council's office in Turku.

The Regional Council of Southwest Finland is a municipal organisation, and the terms of employment follow the municipal collective agreement. We offer you a dynamic working environment, an international team and the possibility to develop cross-border cooperation within the region of Central Baltic.

The working language is English.

The term of employment is 8.8.2016-8.8.2017 for the Financial Controller (maternity leave substitution) and 8.8.2016-31.12.2021 for the Communication Manager.

### Applications and selection

Applications (CV and optional motivational letter), should be sent to the Regional Council of Southwest Finland by e-mail to [kirjaamo@varsinais-suomi.fi](mailto:kirjaamo@varsinais-suomi.fi) with a reference to the position you apply for. The deadline for submission of applications is 9.6.2016 at 15 o'clock Finnish time.

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Interviews will be held on 17 or 22 June, 2016. The interview/selection team will consist of the Managing Authority/Joint Secretariat (Regional Council of Southwest Finland). Representatives of the responsible national authorities may participate. The interviews will be conducted in English.

Only those candidates who are invited for interviews will be contacted.

**Additional information from**

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