**task DESCRIPTIOn**

**OF tHE FINANCIAL manager**

**OF the Joint TECHNIcal SEcRETaRIAT**

### I. objective

The financial manager’s (hereinafter – Financial Manager) position is necessary to ensure efficient implementation of the and European Neighbourhood Instrument Cross border Cooperation programme Latvia – Lithuania – Belarus 2014-2020 (hereinafter - the Programmes) and closure of European Neighbourhood and Partnership Instrument Cross border Cooperation programme Latvia – Lithuania – Belarus 2007-2013.

### II. Special Requirements TO the Position

* 1. University degree in the field of economics/accountancy/banking or other relevant field.
  2. Very good command both of written and oral Russian/Belarusian and English languages; knowledge of other Programme languages would be an advantage.
  3. Very good knowledge of EU regional development policies and relevant legislation (EU Regulations for the European Neighbourhood Instrument (ENI) programmes) related to use of the Programme funds, requirements on expenditure eligibility and procurement procedures to be applied.
  4. Good knowledge of the main Programme documents.
  5. Good knowledge of financial systems, internal financial control frameworks and audit procedures, budget planning and accounting skills.
  6. Good knowledge of the national Belarusian public procurement law and Programme requirements on public procurement.
  7. Not less than 2 years experience in programme/project financial management; specific experience in cooperation programmes/projects would be seen as advantage.
  8. Good administrative and communication skills.
  9. Ability to plan work and to organise activities.
  10. Ability to work in multicultural team environment.
  11. Ability to manage, collect and analyse financial and non-financial information and make conclusions.
  12. Ability to produce routine and ad-hoc financial reports.
  13. Fluency both in written and oral presentation, knowledge of the record-keeping rules and rules for preparation of financial documents;
  14. Computer literacy (MS Office Pro, Internet).

### IV. RESPONSIBILITIES

The tasks assigned to the Financial Manager are to:

1. Carry out assignments set forth in the Procedures Manual for the Programme;
2. Cooperate with national institutions participating in Programme implementation (Managing Authority, National Authorities), organizations implementing other ENI programmes and European Union institutions.
3. Cooperate with the Project Managers on financial project implementation issues.
4. Prepare and regularly update procedures and documents, related to Programme implementation, in particular with regard to financial and budgetary aspects (application, assessment, reporting and monitoring) and to update regularly these.
5. Prepare administrative financial documents related to the work of the Joint Technical Secretariat (JTS).
6. Prepare documentation for effecting payments to the beneficiaries following their requests.
7. Prepare payment requests to the European Commission.
8. Provide information and consult potential applicants and beneficiaries and project managers about project generation, development and implementation, financial and budgetary aspects of application, assessment, contracting, implementation, reporting, budget and payment issues, organise seminars to potential applicants, project beneficiaries and partners.
9. Coordinate project application process.
10. On the basis of the Programme documents to assess administrative compliance and technical eligibility of the projects submitted, to file and systemize all information related to project assessment.
11. Take part in preparation of the Joint Monitoring Committee (JMC) meetings and ensure their proceedings; to prepare the JMC decisions and ensure their implementation.
12. Monitor the financial aspects of project implementation; requests for changes; contact project beneficiaries and project partners with clarification requests, provide advice; upon necessity visit projects and monitor project activities on the spot.
13. Enter information related to project and Programme implementation, information about payments made, and amounts declared to the European Commission into the Programme database and to update it regularly.
14. Check the reports and applications for payment submitted by the beneficiaries and to confirm compliance with the provisions of the Subsidy Contract.
15. Prepare and submit financial reports and/or information related to project progress and Programme implementation to the Managing Authority, JMC of the Programme, other institutions participating in the Programme implementation, as well as to the European Commission.
16. Keep all the financial documents related to the implementation of the Programme, as well the documents related to monitoring of projects and to ensure that these documents should be accessible for institutions and persons having right to check these.
17. Provide assistance to Senior Communication Manager, including support while organising events, participating in the events and seminars, preparing information for the Programme website and other information materials.
18. Represent the programme in general public (including seminars, conferences etc.).
19. Participate in any internal and external work groups within his scope of duties and by assignment of the Head of Unit or the director of the JTS.
20. Carry out other tasks assigned by the Head of Unit or the director of the JTS.