



Financial Officer

Position	Financial Officer
Description	<p>The Financial Officer will assist the Head of the DSP and the Deputy Head of the DSP in order to set up and implement the Danube Strategy Point.</p> <p>She/He will work under the supervision of the Head of the DSP concerning the management and control of the budget of the DSP and support the Deputy Head of the DSP in the implementation of the financing of the Priority Areas of the EUSDR.</p> <p>The Financial Officer manages the day to day financial and budget procedures and monitoring the budget of the DSP. She/He is participating in the audit procedures for the DSP</p> <p>Furthermore, she/he is in charge of the management and monitoring of the PAC-Budget. This includes monitoring the financial reports of the PACs, verifying the audits and participating in inspections if necessary.</p> <p>The Financial Officer will provide and ensure the links to the financial unit in the Representation of the State of Baden-Württemberg to the EU, to the relevant departments and units in the State Ministry and the Ministry of Finance and Economics of Baden-Württemberg as well as the European Financial Control of Baden-Württemberg.</p>
Duties and Responsibilities	<p>Duties and Responsibilities of the Financial Officer include</p> <ul style="list-style-type: none"> - Operational management of the budget of the DSP including the use of specific budget and IT tools of the State of Baden-Württemberg as well as following and observing the respective valid financial regulations - Monitoring the budget and the relevant account for the DSP, overall management of budgetary control, preparation of financial statements, organizing cash management - Management of procurement procedures, implementation of financial and operational management of contracts and subsidies - Assisting the Head of the DSP in preparing the financial reports of the DSP and requests for funding to the European Commission - Participating in audit procedures for the DSP - Proper management and monitoring of the budget of the Priority Areas of the EUSDR, including the monitoring of the financial reports of the PACs by setting up control mechanisms, verifying their audits and participating in inspections if necessary - Reporting to the Head of the DSP and to the Deputy Head of the DSP in matters of the PAC financing, following their guidelines and advice and implementing and applying in his day-to-day work the appropriate law (e.g. German, Belgian, EU) and following the local and internal policies and regulations of the State Ministry of Baden-Württemberg - Providing and ensuring good working links to the financial unit in the Representation of the State of Baden-Württemberg to the EU, to the relevant departments and units in the State Ministry and the Ministry of Finance and Economics of Baden-Württemberg as well as the European Financial Control of



	<p>Baden-Württemberg.</p> <ul style="list-style-type: none">- Participating in selected meetings with the actors of the EUSDR
Eligibility criteria	<ul style="list-style-type: none">- Bachelor's university degree in public administration or finance or equivalent- Extensive experience in working in the field of financing, budget monitoring, accounting or auditing (minimum of 5 years at the date of application)- Detailed knowledge of the financial regulations of the State of Baden-Württemberg- Relevant experience in setting up and maintaining financial monitoring systems or programme's control systems- Fluency in German and in English (C1 - speaking and writing)- Applicant must be a citizen of an EU Member State or a State which participates in the EUSDR- Flawless criminal record certificate
Selection criteria	<ul style="list-style-type: none">- Overview on EU funding, especially structural funds- Relevant country or regional working experience in the region of the EU Danube Strategy- Proficiency in all basic computer application programs, detailed knowledge in excel are important- Good communication skills, creative and problem-solving oriented, good team worker, shows high degree of quality and willingness to serve- Knowledge of further languages of the Danube Region and EU working languages <p>The ideal candidate must be able to work in a team in an international context and have a pro-active attitude.</p>
Salary, contract	<p>The salary will be set according to qualifications and experience. For this position an equivalent salary of A 11/E 10 in the salary scale of Baden-Württemberg valid at the given time will be paid.</p>