

Luxembourg, 22 December 2022

Vacancy

Financial Reporting Manager

The ESPON EGTC is recruiting a Financial Reporting Manager to join its international team working on European territorial evidence relevant for policy making.

The new staff member will be offered a permanent work contract and is supposed to take up the position as early as possible to support the implementation of the Single Operation financed by ESPON 2030 Cooperation Programme.

Description of the work responsibilities

As a Financial Reporting Manager you will be responsible for producing and processing ESPON EGTC progress reports on the implementation of a Grant Agreement, performing the internal financial controls and coordinating the reporting procedures of the ESPON Contact Points. To ensure a sound financial management and high quality of ESPON activities, you will be working in teams with Research and Policy Managers for the content of the activities, and with a ESPON EGTC Legal Advisor for the compliance with the EU and national (LU) regulations.

Your key tasks will be following:

- Ensure compliance of the ESPON EGTC budget commitments with the sound financial management rules of the ESPON Programme, and with the relevant EU regulations and guidelines, especially as regards the eligibility of expenditures.
- Develop and process financial control documents on the Single Operation funding to the programme bodies.
- Manage the ESPON EGTC reporting module in the online programme monitoring system, EMS (both ECP and project activities section).
- Provide financial control on the eligibility of activities carried out by the ESPON EGTC.
- Perform financial control of incoming invoices and ensure proper documentation for the ESPON EGTC audit trail.
- Support the financial management of the ESPON EGTC and the internal monitoring and control of spending.
- Manage service contracts for the ESPON EGTC activities.

- Contribute to the implementation and improvement of internal financial and administrative procedures.
- Coordinate the work of the ESPON Contact Points as regards the implementation of partnership agreements (validation of partnership agreements, delivery of the work plans, validation of their reporting and process their payment claims, etc.).
- Coordinate contracting and reimbursement of ECPs activities;
- Fulfil other competence-related duties assigned by the Director/Assistant Directors as resulting from the mission and business needs of the ESPON EGTC.

The legal and regulatory context for your work as Financial Reporting Manager are based on the relevant rules for public procurement and financial management of the European Commission as part of the European Structural Investment Funds 2021-2027 as well as Luxembourg legislation.

The post as Financial Reporting Manager will, in organisational terms, be under the responsibility of the Assistant Director on Budget, Administration and Public Procurement.

Profile and experience required for the job position

You hold an advanced University degree (Master's or equivalent) in Business Administration, Management, Economy, Law or other relevant field of study.

You have minimum of 5 years of relevant work experience in implementing projects or programmes financed by EU funds, including financial management, public procurements and accountancy.

You have good knowledge of European regulations and guidelines related to the ESIF and Cohesion Policy 2021-2027 and, preferably, you are well acquainted with European and Luxembourgish legislation relevant for public procurement and contract management.

You possess analytical and numeracy skills. Good command of Excel is a must.

You are minded for collaboration and teamwork.

You are well organised with good time management, problem-solution orientation and administrative flair.

Documented experience in the fields of public procurement, project management and contract administration will be considered an advantage.

Overall, you have a good record in working in multicultural environment and exhibit strong interpersonal skills to be able to nourish the collaborative spirit and positive work climate at the ESPON EGTC.

You demonstrate high organisational capacity, are used to work under time pressure and ready to travel as the job may involve duties outside Luxembourg.

You are fluent in English and also in French, as the Luxembourg legislation is mainly provided in the latter language.

Applying for the post

The application shall be drafted in English language and shall include:

- A brief letter (maximum 2 pages) expressing the motivation and expectations as well as the qualifications and experience in relation to the post.
- A curriculum vitae (preferably in Europass format) including the main details of the professional experience and educational background as well as the personal and language skills.

In case of selection for the position, the presentation of certified copies of degree/diplomas will be required.

If you decide to apply for the vacant post, please send your application including your CV by e-mail to recruitment@espon.eu entitling the message "Financial Reporting Manager (and your family name)".

The deadline for submitting your application is 31 January 2023.

Selection procedure

The ESPON EGTC will establish a Selection Board, which will invite the best-suited candidates for an interview and a practical competence test. The round of interviews is preliminarily scheduled in late February/early March 2023 on-site in Luxembourg. Your travel and accommodation cost related with the interview will be reimbursed.

The ESPON EGTC applies the principle of equal opportunities.

Conditions of employment

You will be offered a full time (40 hours/week) permanent employment contract (*contrat à durée indéterminée*).

A competitive salary will be offered to correspond to your experience and qualifications.

Your work place will be the premises of the ESPON EGTC at Avenue John F. Kennedy 11 in the Kirchberg area of Luxembourg City, in a multicultural environment close to European institutions and international schools.

Requests for additional information

You may request further information about the vacant post and the ESPON EGTC by sending an email to recruitment@espon.eu.

Personal Data Protection

Any personal data provided by you in relation to this selection procedure will be processed according to the provisions on personal data protection, in particular Regulation (EU) 2016/679. This applies in particular to the confidentiality and security of your personal data, which will be processed solely for the purposes of this selection procedure.

Your application will be deleted one month after the finalisation of this selection procedure.

For the purposes of this selection procedure, an external party to the ESPON EGTC may be involved and handle your personal data. If so, the external party will also treat your data confidentially and solely for the purposes of this selection procedure.

Should you have any further questions concerning the processing of your personal data, you shall address them to the following e-mail address: recruitment@espon.eu.

ESPON 2030 Cooperation Programme and its Single Operation

Since 2002, the ESPON programme organises and finances applied research, place-based analyses and data collection to support the formulation of territorial development policies in Europe with evidence, systematic data, maps, policy advice and pan-European comparative analysis. ESPON assists regions, cities and national governments to improve the quality of their decision-making by supporting the development, implementation and monitoring of their policies and strategies. ESPON analyses have also supported and will continue to support cross-border, interregional and transnational areas (including EU candidate countries and EU Neighbourhood countries) as well as integrated territorial approaches, such as Integrated Territorial Investments and Community-led local development.

The ESPON 2030 Programme shall fulfil the following mission:

“ESPON provides territorial evidence to support stakeholders at all levels in achieving green transition to climate-neutral economies while ensuring at the same time just living conditions for all people in all places”.

In that regard, ESPON’s role is to provide analytical evidence for the identified territorial challenges and their outcomes, and to recommend coordinated policy approaches to tackle them.

The ESPON 2030 Cooperation Programme has a budget of EUR 60 million, co-financed by the European Commission, as well as the 28 EU Member States and 4 Partner States (Iceland, Liechtenstein, Norway and Switzerland). Luxembourg is the seat of the Managing Authority.

The ESPON Programme has one thematic priority implemented through the so-called Single Operation. The Single Operation covers the pillars of “Evidence Production” and “Knowledge Development” needed for the achievement of the programme objectives.

The Single Operation is implemented by a single beneficiary and has a budget of EUR 57,7 million.

Objective and main tasks of the ESPON EGTC

The ESPON EGTC is a legal body established in Luxembourg to implement the so-called Single Operation under the respective ESPON programmes. The single joint structure and full legal personality allows the ESPON EGTC to undertake the role of the Single Beneficiary of a grant agreement issued by the ESPON Managing Authority on behalf of the ESPON member countries, partner states and the European Commission.

The tasks of the ESPON EGTC include:

- Tendering, contracting, financing and guiding European research projects;
- Tendering, contracting, financing and guiding targeted analyses in cooperation with stakeholders;
- Developing tools and indicators in support of territorial analyses;
- Collecting, building and providing territorial indicators and comparable, pan-European data in the ESPON Database;
- Promoting the use of ESPON results by policy makers from European to local level, and making them easily available and accessible;
- Conducting territorial analyses on themes of urgent policy demand;
- Capitalising on ESPON by linking up ESPON results in the context of political demands using all kind of media;
- Conducting and carrying out the oral, printed and online communication of ESPON results;
- Cooperating with relevant scientific organisations in stimulating a European research community in European territorial science;
- Acting as cooperation and coordination node of ESPON Contact Points.

The ESPON EGTC currently employs 20 people within two main activity areas:

- Policy and Research, dedicated to facilitating the generation and delivery of evidence production and knowledge development activities in the Single Operation;
- Administration, Budget and Public Procurement, responsible for financial, legal, administrative and human resource management of the ESPON EGTC.

The ESPON EGTC has a decision-making body, called ESPON EGTC Assembly. It has representatives of the 3 Belgian regions and Luxembourg, the latter hosting the ESPON EGTC and chairing the Assembly. The Assembly has the basic role of ensuring the functioning of the ESPON EGTC, while the Monitoring Committee of the ESPON 2030 Cooperation Programme oversees the content to be delivered and communicated to relevant policy development processes.

More information on the ESPON 2030 Programme and the ESPON EGTC is available at: www.espon.eu.