

**JOB DESCRIPTION  
OF THE FINANCIAL MANAGER OF THE  
JOINT TECHNICAL SECRETARIAT**

The financial manager's position is necessary to ensure efficient implementation of the Interreg V-A Lithuania-Poland Cross border Cooperation programme (hereinafter – the Programme) and closing activities of the Cross border Cooperation programme Lithuania-Poland 2007-2013 (hereinafter – the Lithuania-Poland programme).

**SPECIAL REQUIREMENTS TO THE POSITION**

1. University or equal higher education in the field of economics/accountancy/business administration or other relevant sphere.
2. Good command both of written and oral Lithuanian and English languages; knowledge of Polish would be an advantage.
3. Good knowledge of Lithuanian national legislation related to the use of the EU Structural funds in respective country and Territorial cooperation programmes and to apply this knowledge in everyday work.
4. Good knowledge of the EU legal acts regulating use of Structural funds and to apply this knowledge in everyday work.
5. Good knowledge of the main Programme documents.
6. Good knowledge of the national legislation regulating public procurement procedures.
7. To have not less than 2 years experience in programme/ project management.
8. To have administrative skills.
9. Ability to plan work and to organise activities independently, ability to work in the team and in the international environment.
10. Ability to manage, collect, systemise, summarise information and make conclusions.
11. Fluency both in written and oral presentation, knowledge of the record-keeping rules and rules for preparation of documents/legal acts.
12. Computer literacy (MS Office Pro, Internet).

**RESPONSIBILITIES**

While performing his/her duties the financial manager must:

1. Carry out assignments set forth in the Procedures manual of the Programme.
2. Cooperate with national institutions participating in the Programme implementation (Managing authority, National authority, Audit authority, institutions performing 1<sup>st</sup> level control), organisations implementing other European Territorial Cooperation programmes, European Union institutions.
3. Cooperate with project managers of the Secretariat on financial project implementation issues.

4. Prepare administrative documents, related to Programme implementation (application, assessment, reporting and monitoring) and regularly update them.
5. Prepare administrative documents related to the work of the Secretariat.
6. In cooperation with the Director and chief accountant of the Secretariat plan and control the use of the technical assistance budget of the Programme.
7. In cooperation with Managing authority prepare payment requests to the European Commission.
8. Provide information and consult applicants and beneficiaries, related to financial management, application, assessment, contracting, progress, implementation, reporting and payments.
9. On the basis of the Programme documents to assess administrative compliance and technical eligibility, as well as quality of the projects submitted, to file and systemise all information related to project assessment.
10. Monitor and check projects, in case of necessity to check projects on the spot.
11. Enter into the Programme database information related to project and Programme implementation, information about payments made, amounts declared to the European Commission and to update it regularly.
12. Check the reports and applications for payment submitted by the beneficiaries and to define the compliance with the provisions of the Subsidy contract.
13. Prepare and submit financial reports and/or information related to project and Programme implementation to the Managing authority, Joint Steering Committee of the Programme, Polish and other institutions participating in the Programme implementation, as well as to the European Commission.
14. Within his/her competence, to keep all the documents related to the implementation of the Programme, as well the documents related to monitoring of projects according to the rules and to ensure accessibility of these documents for institutions and persons having right to check it.
15. Provide assistance to the programme communication manager, including support while organising and participating in the information events and seminars, preparing information for the Programme website and other information materials.
16. Represent the Programme in public (including seminars, conferences etc.).
17. Prepare information for the Final report and application for payment of the Lithuania-Poland programme.
18. Participate in any internal and external work groups within his/her scope of duties and by assignment of the Director of the Secretariat.
19. Perform public procurement procedures.
20. Carry out other tasks assigned by the head of the INTERREG programmes division, the Director of the Secretariat.