



Version 6 September 2015

## **GIE LERAS - JOB VACANCY**

### **Senior Expert in Financial control and certification related to the ESPON Certifying Authority**

The GIE LERAS based in Luxembourg is recruiting new permanent staff members to build a small international team to support the secretarial function of the Ministry of Sustainable Development and Infrastructure in Luxembourg as ESPON Certifying Authority of the ESPON 2020 Cooperation Programme.

The new staff shall take up the positions from 1 January 2016.

#### ***What is the GIE LERAS and what is relation with ESPON?***

The GIE LERAS is an organisation, which was created to support the implementation of projects and functions acquired by its two members, the Luxembourg State and Luxembourg University. The Ministry of Sustainable Development and Infrastructure as member of LERAS mandated the secretarial functions of the Certifying Authority to the GIE LERAS. The secretarial function of the Managing Authority is also mandated to the GIE LERAS. The whole team dedicated to support ESPON is envisaged to comprise 4-5 staff.

#### ***What is the ESPON 2020 Cooperation programme?***

The ESPON 2020 Cooperation Programme is related to EU Cohesion Policy and shall play the specific role supporting policy development, institutional capacity, effective policymaking and efficient public administration with European territorial evidence.

The ESPON 2020 Cooperation Programme has a budget of almost 50 Million Euro for the period 2014-2020 which is part financed by the European Structural and Investment Funds (ESIF) and by the 28 EU Member States and 4 Partner States (Iceland, Liechtenstein, Norway and Switzerland). The main part of the programme is allocated to a Single Beneficiary implementing a Single Operation of the programme.

#### ***What are the tasks related to the “financial control and certification”?***

The ESPON Certifying Authority has a range of task to implement the ESPON 2020 programme in formal terms applying the regulations and rules relevant for the implementation of ESIF. For this post tasks comprise (not exclusive list) the support in:

- drawing up and submitting payment applications to the Commission, and certifying that they result from reliable accounting systems;

- drawing programme accounts and submit them to the Audit Authority for verification and to the EC after approval
- certifying the completeness, accuracy and veracity of the accounts and that the expenditure entered in the accounts complies with applicable law;
- ensuring a system which records and stores, in computerized form, accounting records for each operation, payment applications and accounts;
- ensuring adequate information on the procedures and verifications carried out in relation to expenditure;
- follow up on irregularities detected by the audits implemented by the Audit Authority and ensure that ineligible amount are deducted from certification for payment to the EC and recorded in the programme accounts;
- Up-dating of the Operation Implementation Guidelines and the Certifying Authority parts of the management and control system;
- carry through quality checks of the reporting and the administrative, financial and operational capacity checks of the Single Beneficiary and the Managing Authority including the application of public procurement and relevant rules for European Structural and Investment Funds;
- coordination with the Managing Authority, First Level Control and Audit Authority and cooperation with national contact persons and bodies responsible for Financial Control Systems and Audit;
- Drawing, updating and follow up of the risk analysis and support with regards to the implementation of audit requirements;
- Drafting reports and information programme progress for the programme authorities as well for the European Commission;
- Support the MA for the request for contribution to the participating countries and follow up the reception of the funds
- Prepare payments to the programme beneficiaries after having implemented the needed verifications

***What are the required qualifications and experiences?***

- University degree at master level in business administration and/or finance law;
- 5-10 years experience with Structural Funds Programme finance, control and certification;
- Experience in operating accounting systems preferably SAP;
- Experience in programme and budgetary management and control;
- Ability to work with a high level of responsibility embedded in a team, good team player;
- Communication skills in English and French at high level.

***How to apply for the posts?***

The application shall include a brief letter expressing the motivation and expectations as well the qualifications and experience in relation to the post. A Curriculum Vitae shall be annexed indicating the professional experience and educational back ground of relevance for the post as well as the personal and language skills.

The selected candidates will be asked to present certified copies of acquired degrees as part of the contracting.

**Applications shall be** send by e-mail to [recruitment-LERAS@mat.etat.lu](mailto:recruitment-LERAS@mat.etat.lu) indicating “**ESPON CA Financial control and certification**” in the **subject line of the email**.

Deadline for submitting an application is **29 September 2015 at 16.00**.

### ***Selection procedure***

The GIE LERAS will establish a Selection Board, which will invite the best qualified candidates for an interview. Interviews are planned to take place in October 2015.

All interviews will take place in Luxembourg. The interviews will include a test as well as an oral interview.

### ***Conditions***

A contract with undetermined duration with the GIE LERAS will be awarded related to the implementation of the ESPON 2020 Cooperation Programme. A competitive salary will be paid with regard to the qualification and experience.

The work place will be in Luxembourg.

### ***Information***

Further information about the vacant post can be acquired by sending an email to [recruitment-LERAS@mat.etat.lu](mailto:recruitment-LERAS@mat.etat.lu) or by calling Mr. Thiemo W. Eser, Administrator of the GIE LERAS on 00352-247-86934.

More information on the ESPON 2020 Cooperation Programme can be accessed on [www.espon.eu](http://www.espon.eu) and <http://www.dat.public.lu/index.html>.

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