

Vacancy PRIMA Financial Manager

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established on the basis of Art. 185 TFUE in collaboration with the Participating States and the European Commission. PRIMA aims to support common innovative solutions and promote their adoption for improving the efficiency and sustainability of food production systems and water provision. The PRIMA Programme will be implemented through an ad-hoc structure, a Foundation under Spanish Law. Such structure will face an ex-ante assessment from July to October, made by an external audit company. The current vacancy is for the Financial Manager position:

Main Duties and Responsibilities

- Responsible for the general ledger administration, reconciliations and reports.
- Supervision to accurate and timely input of authorised accounts payable and receivable invoices.
- Allocate accounts receivable receipts to invoices.
- Obtain authorisation for new supplier and account receivable accounts.
- Code and enter supplier invoices into Access Dimension.
- Follow up queries with suppliers and customers.
- Ensure proper filing of invoices and other relevant supporting documents.
- Maintain the contracts ledger.
- Review the aged accounts receivable and payable reports to ensure that actions are taken to recover or promptly settle any overdue accounts.
- Ensure relevant financial requirements are disseminated to the appropriate staff and parties.
- Update the per diem claim form.
- Provide advice to the Director on all financial matters related to EU framework, grant management, intellectual property rights, contracting and human resources.
- Liaise with external auditors and Spanish tax authorities.
- Inform the European Commission, as appropriate, about the financial aspects of the annual work plans.
- Ensure risk and due diligence assessment of beneficiaries prior to fund transfer. Define and apply a strategy of mitigation.
- Organise the flow of financial information and audits of the national funding agencies to match EU funds.
- Supervise the work of the Monitoring, Evaluation and Audit Officer, the Grants Finance Officer and the IT Manager.

Person specification

Specific qualifications and desirable skills for the Financial Manager include:

- University degree.
- Accounting technician or a BA degree in accounting.
- Five-year professional experience, preferably in management of R&I projects and programmes.
- Strong interpersonal skills. Good team player.
- Excellent English written and verbal communication skills.
- Proficiency in other languages spoken in the Mediterranean area will be an advantage.
- Attention to detail.
- Experience of using computerised accounting systems.
- Good IT skills.
- Leadership capacities and experience in supervision of personnel.

The Financial Manager serves, as seconded personnel, for a renewable six months term. Reporting to the Director, the Manager will be part of the team which will face the ex-ante assessment.

Conditions

Candidates shall be seconded by their sending institutions. PRIMA might offer a competitive salary adjustment package. Only candidates coming from Participating States institutions can apply. The selected candidate shall take its post by 1 August 2017. Taking the post in advance is strongly encouraged.

The employee will be based at the PRIMA Secretariat in Barcelona, Spain. Applicants will have to get a valid working permit in Spain.

The PRIMA Foundation is characterized by a multicultural work environment, with English as the main working language.

Applications

Applications shall be submitted by the GA members to prima@unisi.it by midnight (Brussels time) of **20 June 2017**. Applications shall include the candidate's CV, a motivation letter, and a copy of his/her identity card or passport. Please note that only selected candidates will be contacted. In case an interview is needed, individual candidates will receive a notice asking them to attend the interview at least seven calendar days before it takes place.

Applications shall clearly state that they are for the "Financial Manager" position. Applying for the "Financial Manager" position does not prevent the application for other vacancies posted by the PRIMA Consortium, for which the candidate shows to have the required skills.

Candidates from all Participating Countries, and especially female candidates, are strongly welcome.