

Finance Officer URBACT Secretariat

1. Presentation of the National Agency for Territorial Cohesion (ANCT)

National Agency for Territorial Cohesion (ANCT) is a public administration which aims to provide support to all local authorities, rural, urban, mountain, coastal area, of the overseas territories... by declining three major missions:

- the construction of tailor-made support through engineering support when the offer is not satisfied locally;
- the implementation of national programs (Action Cœur de Ville, France Services, Industrial Territories, etc.);
- the development of territorial pacts allowing the State and local authorities to agree on a diagnosis and then on a shared action plan.

It is also responsible for the management of the European URBACT programme.

2. The URBACT programme

For 20 years, URBACT has been the European territorial cooperation programme aimed at promoting sustainable and integrated urban development in cities across Europe. It is an instrument of the cohesion policy, co-financed by the European Regional Development Fund, the 27 Member States, Norway and Switzerland.

URBACT's mission is to enable cities to work together and develop integrated solutions to common urban challenges, by creating networks, learning from other cities' experiences, and learning from and identifying good practices to improve urban policies. Following the success of the URBACT I and II programmes, URBACT III (2014-2020) was developed in order to further promote integrated and sustainable urban development and contribute to the implementation of the Europe 2020 strategy. Further information is available at www.urbact.eu

The URBACT III programme is structured around four main objectives:

- **Public policy design:** To improve the design of sustainable urban policies and practices.
- **Implementing public policies:** To improve the implementation of sustainable and integrated urban strategies and action plans in cities.
- **Strengthening the capacity of cities:** Improving the capacity of cities, in order to manage sustainable urban policies and practices in an integrated and participatory manner.
- **Building and sharing knowledge:** Ensuring access to knowledge by stakeholders and decision-makers at all levels, as well as sharing know-how in all aspects of sustainable urban development, with a view to improving urban development policies.

To achieve these objectives, URBACT III has developed **three types of interventions:**

1. **transnational exchange**
2. **capacity building**
3. **capitalisation and dissemination**

URBACT III activities are drawing to a close in 2023, and the launch of the URBACT IV programme (2021-2027) is expected by the end of 2022. This is therefore a period of transition for the programme, managing the administrative closure of one while ensuring the launch of a new set of activities.

3. The Project and Programming Unit

1. Job environment

The URBACT Secretariat is composed of 15-20 people and is divided into 3 units: the Projects and Programming unit, the Knowledge and Communication unit and the Coordination & Administration unit.

The URBACT Secretariat is administratively attached to the National Agency for Territorial Cohesion (ANCT), Programme Managing Authority.

2. Role of the URBACT Secretariat

The role of the URBACT Secretariat is to implement and manage the Programme on behalf of the Managing Authority (ANCT), the European Commission and the participating States (27 EU Member States, Switzerland and Norway and 5 IPA countries).

To this end, the Secretariat creates and supports city networks, recruits experts, organises and facilitates training and exchange sessions, implements the knowledge and communication strategy and manages the programme's budget.

3. Project and Programming Unit

This unit has a broad responsibility for programme and network management and implementation. The unit is comprised of 6 staff members (plus the Head of Unit) plus an intern. The appointed person will be responsible for the overall financial management of the Programme budget including audit monitoring, good management of funds and compliance with the European regulatory framework. In addition, the Finance Officer will support the Head of Unit in tasks related to coordination, planning and monitoring of workflows relating to programme and project budgets.

4. Role of the Finance Officer

A) General Responsibilities

The Finance Officer shall:

- Report to the Head of Unit Projects and Programming
- Ensure successful financial programming and monitoring of projects led by the Managing Authority
- Coordinate the work on audit and controls in liaison with other programme authorities

- Coordinate the work on the programme information system SYNERGIE CTE
- Coordinate the work necessary to report to programme authorities and decision makers (annual report, payment forecasts and previsions, Monitoring Committee reports etc.)
- Support the Head of Unit with general coordination tasks in the area of programme budget

B) Work Area 1 – Programme Management

- Supervise and assist in the preparation, implementation and follow up of decisions of the URBACT III Monitoring Committee, including the annual implementation report;
- Coordinate the work related to the Group of Auditors;
- Coordinate the work related to the SYNERGIE – CTE monitoring system
- Coordinate the work related to the Description of Management and Control Systems

C) Work Area 2 – Budget Management

- Prepare budget updates at programme level in collaboration with the Head of Unit,
- Assist in the preparation of the programme updates and budget reprogramming in collaboration with the Head of Unit,
- Ensure the sound management of the programme budget in collaboration with other Joint Secretariat staff and Certifying Authority

D) Work Area 3 – Audit and Control

- Keeping the First Level Control information up to date as necessary
- Coordinating the development and implementation of a training plan for first level controllers to discuss and to improve control and audit systems in the EU
- Coordinating the advice provided to First level controllers on eligibility of expenditure, public procurement and budget flexibility, use of standard control documents in close collaboration with the Project and Finance Officers
- Assist the Audit Authority in the audit tasks of the programme as outlined in the European Regulations
- Assist the audited project partners before and during the contradictory phase
- Coordinating support to EU-MS for OLAF declarations, when needed
- Monitoring the recovery of irregularities in close cooperation with the Project and Finance officers
- Coordinating the assistance provided to projects selected for operation audit (including anti-fraud checks)
- Carrying out the Managing Authority Quality Checks on projects annually
- Coordinating all tasks linked with the work of the Certifying Authority (only for URBACT III)

E) Work Area 4 – Support to Head of Unit

The Finance Management Officer shall work as part of the Project and Programming Unit to support the Head of Unit with a variety of tasks linked to the coordination of the programme. These tasks include contributing to the planning of workflows, contributing to the drafting of guidelines and monitoring progress towards programme goals in the field of programme management.

F) Work Area 5 – URBACT IV Programming

All the above tasks will continue in the framework of the URBACT IV programme recently approved and in the launch phase. The main imminent tasks linked to URBACT IV are summarised below:

- Prepare the Description of Management and Control systems
- Support the Head of Unit with system audits for URBACT IV
- Advise the Member and Partner States on the identification of first level control bodies and setting up their first level control system; gathering the first level control system descriptions (and their updates)
- Advise the Member and Partner States on the identification of second level control bodies to set up the systems on national level, ensure up to date records are kept of this information
- Prepare the risked –based methodology for the URBACT programme first level control system

5. Required Skills

Knowledge and skills:

- Fluency in English and French, other EU languages appreciated
- Knowledge of European Affairs and the Structural Funds preferably through practical experience

Know-how and tools:

- Excellent writing and editing skills
- Advanced excel skills
- Knowledge of EU law, institutions and policies, in particular the general and European Regional Development Fund (ERDF) Regulations, European Territorial Cooperation (ETC) Regulations, State aid Regulations, European Commission's Delegated Acts and Implementing Acts, is highly recommended

Interpersonal skills:

- Capacity to work in an international environment;
- Excellent organisation, communication, diplomacy and interpersonal skills
- Accuracy and assertiveness
- Sense of initiative; ability to anticipate, propose and implement solutions
- Open-mindedness; independence, but good team working abilities
- Willing to travel in Europe (infrequently)

6. Profile (professional experience and typology of initial training required)

Initial training:

- A degree in a relevant field

Professional experience:

- 3 years' experience, in particular in the following fields:
 - in EU-funded projects or programmes, preferably on Structural Funds and/or cross-border, transnational or interregional cooperation;
 - in a local / regional public authority or any organisation involved in audit or financial management
- Some management/coordination experience desirable
- Experience in dealing with Local, National and/or European Administrations would be appreciated

7. Further information**Place of work**

URBACT Secretariat
Agence Nationale pour la Cohésion des Territoires
20, avenue de Ségur
75007 Paris

Contract - Working time

The proposed private employment contract is for a permanent position with National Agency for Territorial Cohesion (ANCT). This is a full-time job in the frame of a yearly working time package agreement (215 days per year),

Start date

As soon as possible.

Salary and benefits

The proposed hiring salary will be based on successful candidate's experience.

Complementary health insurance, 50% of Navigo Card (Ile-de-France public transport) or soft mobility.

Applications

Interested applicants are invited to send their applications in English in the form of a Europass CV and a cover letter outlining their relevant experience for the post, their motivation and their strengths that will enable them to carry out the proposed assignment. Supporting documents such as diplomas or references may be requested later.

Applicants are invited to send their application by e-mail to Adele BUCELLA, Head of Unit Projects and Programming a.bucella@urbact.eu and Thierry PICQUART, Head of Unit - Administration & Coordination t.picquart@urbact.eu

Deadline for application and recruitment procedure

Applications must be submitted before **6 January 2023 at midnight CET**.

It is recommended to submit an application as soon as possible because the URBACT Secretariat reserves the right to close the recruitment procedure before the closing date, depending on the applications received.

Face-to-face and/or remote interviews may be arranged with a small number of pre-selected candidates. Interview dates will be communicated to the relevant applicants at a later stage.

N.B. The launch of the new URBACT IV programme may lead to a revised organisational structure of the URBACT Secretariat which could impact on some of the tasks described and/or to a change of the unit to which the post is attached.