

## Role Specification

<b><u>Title:</u></b>	Project Manager, European Finance
<b><u>Grade:</u></b>	7
<b><u>Unit:</u></b>	Finance
<b><u>Reporting to:</u></b>	Finance Manager
<b><u>Ref:</u></b>	342

### **Role Summary**

Manage the high-level processes related to the SOLASESF claims procedures. Work with key SOLAS internal and external stakeholders to develop and maintain an effective system of processing ESF claims. Manage the on-going interaction with internal and external auditors relating to ESF claims. Ensure that systems and resources relevant to the work of the unit are in place through the management of human, financial and material resources as assigned within the organisation structure.

### **Key Tasks/Responsibilities:**

- Lead the EU Finance team in its role as Intermediate Body for the ESF Operational programmes i.e. PEIL 2014-2020, ESF+ 2021-2027, National Recovery and Resilience Plan and REACT EU etc.
- Manage, motivate, and develop the skills of the European Finance Team.
- Allocate the role and responsibilities to each member of the team.
- Liaise with ESF Beneficiaries to ensure ESF financial and non- financial declarations are submitted to SOLAS in a timely manner.
- Ensure that management verification checks of the ESF financial and non-financial declarations are completed to a high standard before submission to the ESF Managing Authority.
- Liaise with all parties in the ESF cascade in relation to all ESF matters as necessary including the ESF Managing Authority, Audit Authority and European Authorities.
- Communicate and monitor awareness of the ESF regulations and circulars including publicity and document retention requirements throughout the organisation and the beneficiary organisations through regular Management verification checks.
- Manage the preparation of financial and statistical information for the ESF Monitoring Committee meeting held twice annually and co-ordinate the return of an annual progress and horizontal principle reports.
- Liaise with various SOLAS teams to develop new proposals for European funding for submission to the ESF Managing Authority. e.g. ESF + 2021 - 2027, the National Recovery and Resilience Plan and React EU.
- Assist with the Business Planning process for the Finance team and ensure the team achieves its objectives and is in turn contributing towards the delivery of the Organisations strategy.
- Liaise with the SOLAS EGF Co-Ordination Unit, EGF Managing Authority, EGF Independent Audit Body and the EGF Service Providers in relation to EGF claims.
- Any other duties as required by Management from time to time.
- Acting for the Finance Manager when required.

## **Requirements:**

### ***Essential:***

- Qualified accountant with a minimum of 3 years' experience postqualification.
- Specific and detailed knowledge in the use of Excel spread sheets.
- Extensive experience liaising with auditors regarding all aspects of financial and control assessment.

### ***Desirable:***

- Previous experience working on ESF Operational Programmes.
- Significant experience in the use of SAP, Programme and Learner Support System (PLSS) and e-cohesion systems.