

REFERENCE (REF.340) Financial Management Officer for the Bridging the Gap project

FIIAPP leads the consortium which implements the Project: *Bridging the Gap II: Inclusive policies and services for equal rights of persons with disabilities*. The overall objective of the action is to contribute to the socio-economic inclusion, equality and non-discrimination of persons with disabilities in low and middle-income countries through more inclusive and accountable institutions and policies.

Specifically the Project will support the efforts of 5 beneficiary countries (Ecuador, Ethiopia, Paraguay, Burkina Faso and Sudan), to support the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) through the capacity development of government institutions and disabled peoples' organizations (DPOs).

Three EU member states development agencies (Austria, Italy and Spain), one public foundation (FIIAPP), one network of European DPOs (European Disability Forum [EDF]) and one network of civil society organizations working on disability inclusion (International Disability and Development Consortium [IDDC]), as well as the European Commission form a partnership for steering and implementing the action. The Ministry of Foreign Affairs from Finland is also part of this partnership as observer.

The Project Management Unit (PMU), located at FIIAPP headquarter in Madrid, will provides overall project oversight and coordination. Its role is to ensure that project activities are implemented according to the work plan, ensure quality, coordination of procedures between the partnership members, financial management, and monitoring and evaluation. It also supports the Steering Committee and is responsible for the reporting to the EC, including coordinating evaluations and audits.

FIIAPP is looking for a financial manager, to join the team in FIIAPP's headquarter in Madrid

A service contract linked to the implementation of the project, for a duration of 48 months, is offered.

DUTIES OF THE POSITION

- Development, in coordination with the partners, of the financial management and EU reporting procedures.
- Control, assignment and accounting of project expenditures, in accordance with FIIAPP and EU procedures.
- Preparation of financial reports for the EC.
- Coordination, consolidation and control of expenditures by the rest of the partners in the countries and in Brussels.



- Preparation and monitoring of the management of programme audits.
- Preparation, monitoring and management of tenders for contracts for the services, supplies and experts necessary for the execution of the project.

REQUIREMENTS

- University degree in Business Administration and Management or Economics.
- Spanish C1 (TEST)
- English B2. (TEST)
- Minimum of three years of experience in economic and financial management of projects with various funding sources.
- At least one year of experience with responsibility for financial accounting in a company or service organisation.
- Advanced knowledge of Excel 2010. (TEST)
- Readiness to travel internationally.

ASSETS

- Experience in financial management of projects with various implementing partners or counterparties. (CV)
- Experience in preparing audits for EU-funded projects. (CV)
- Experience in technical management of projects funded by the European Commission or international bodies. (CV)
- Experience in EU contract and budget management. (CV)
- One year of demonstrated work experience or training consisting of 100 hours or more in the Contaplus program or its equivalent. (CV)
- Knowledge of the position and of languages. (TEST)
- General alignment with the position profile, communication and teamwork skills. (INTERVIEW)

The **requirements and additional qualifications** for this position should be clearly indicated in the CV so that they may be accredited and assessed. A template is attached (on the following page) for this purpose which should be filled out and sent in with the application. **Failure to do so may result in exclusion.**

The selection process shall consist of a test of knowledge, languages, computer applications and a personal interview. Candidates who can demonstrate that they hold a **B2 certificate in English** beforehand are exempt from the written language test.

FIIAPP, with a contemporary vision focussed on change and development, advocates for the social and occupational inclusion of people with disabilities

through policies to support equal opportunity and fairness in our hiring processes. For this reason we promote, in this and other processes, the participation of people with physical, mental and sensory disabilities, guaranteeing the right to a hiring process free of discrimination, exclusion, restriction or preference based on disability conditions or for other reasons that constrain the right to equal opportunities.

Awarding of the position shall be carried out in accordance with the provisions of the FIIAPP Labour Contracting Manual by the Contracting unit, which will consider the merits of the pre-selected candidates by order of their scores, and shall take a final decision regarding the recommendation of the Selection Commission. A waiting list of unselected candidates by order of priority may be created which may be used to cover positions with similar content and duties in the year following conclusion of the process.

The day after the position is awarded, it shall be published on the FIIAPP website, along with the reference offer, the Spanish National ID Number (DNI) of the successful candidate and, if a waiting list exists, the DNIs of those on the list by order of score.

Any candidate who so desires shall have 10 working days from the day after publication of the hiring decision to submit a complaint challenging the selection, which may be sent by e-mail to the following address: rrhh@fiiapp.org.

HR Management, along with the Secretary General shall resolve, on a reasoned basis, any complaints submitted.

The document should be sent to the e-mail address rrhh@fiiapp.org, or to the FIIAPP main office at C/Beatriz de Bobadilla, 18 (RRHH), Madrid 28040, indicating the reference number.

Deadline for receipt of applications: 14th March 2017.



SCORING FOR ASSETS

Assets	Scoring	Maximum Score
Professional experience in financial management of projects with various executing partners or counterparties	CV (0.20 pts/month worked)	10 points
Experience in preparing audits for EU-funded projects	CV (0.20 pts/month worked)	10 points
Experience in technical management of projects funded by the European Commission or international bodies	CV (0.15 pts/month worked)	5 points
Experience in EU contract and budget management	CV (0.15 pts/month worked)	5 points
One year of demonstrated work experience or training consisting of 100 hours or more in the Contaplus program or its equivalent	CV Experience: 0.10 per month worked (in the case of Contaplus, 0.25 per month worked) Training: (in the case of Contaplus, an extra point will be added for each instance) - Courses of up to 30 hours: 2 points - Courses from 31 to 100 hours: 3.5 points - Courses of more than 100 hours: 5 points	10 points
Specific knowledge of the position and of languages	Test	20 points
General alignment with the position profile, especially valuing the ability for interpersonal relations at all levels, the ability to work on multicultural teams and alignment of skills to the job profile	Interview	40 points
Total		100

FILL IN THE SHADED COLUMNS OF THIS FORM ACCORDING TO THE REQUIREMENTS AND THE SCORING OF ADDITIONAL QUALIFICATIONS reflected in your CV, AND ATTACH IT TO YOUR CV.

Requirements:

General	YES/NO	Periods (month/year from start to finish)
University degree (Undergraduate, Bachelor's or Official Master's) in Business Administration and Management or Economics.		
Spanish C1		
English B2		
Minimum of three years of experience in economic and financial management of projects with varied funding sources		
At least one year of experience carrying out financial accounting in a company or service organisation		
Advanced knowledge of Excel 2010		
Readiness to travel		

Assets

Assets	Scoring	No. of months worked (indicating periods of month/year from start to finish)	Maximum score	Qualificatio n score
Professional experience in financial management of projects with various executing partners or counterparties	CV (0.20 pts/month worked)		10 points	
Experience in preparing audits for EU-funded projects	CV (0.20 pts/month worked)		10 points	
Experience in technical management of projects funded by the European Commission or international bodies	CV (0.15 pts/month worked)		5 points	
Experience in EU contract and budget management	CV (0.15 pts/month worked)		5 points	
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CONSENT FOR INCLUSION OF CV IN FIIAPP DATABASE

In accordance with Organic Law 15/1999, of 13th December, on Protection of Personal Data (hereinafter, "LOPD"), FIIAPP informs you that it will include your personal data in a computer file in its possession ("Curriculum Vitae", entered in the register of privately-held files of the Spanish Data Protection Agency) for the following purposes:

- 1) to establish and maintain a contractual relationship with you
- 2) to assess your suitability for the position or task, as well as to notify you of employment opportunities.

In accordance with the regulation on security measures approved by Royal Decree 994/1999, of 11th June, for files considered to be high-level, FIIAPP informs you that, in accordance with Article 26 of this regulation, any sensitive personal information you submit to us is transferred using secure methods that guarantee that the information submitted is not readable or accessible to third parties.

For the purposes stated in Articles 11) and 34e) of the LOPD, by accepting the following clauses (indicate any that are not applicable), you expressly consent to having your data processed for the aforementioned purposes and swear that the data you are submitting is exact and true.

- I agree to allow the organisation to process my data for employment purposes, in accordance with the aforementioned clauses.
- I agree to allow the organisation to process my data for employment purposes, but in the event that I am not included in the selection process for which I am submitting my curriculum vitae, I request elimination of same from its records.

Likewise, we inform you of your right to exercise your rights to access, correct, cancel and oppose your personal data by writing to FIIAPP, C/Beatriz de Bobadilla, 18, or to the email address rrhh@fiiapp.org, under the terms of the LOPD.