Programme Administrative and Financial Officer

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for the European Union-funded project

LIMITE DE CANDIDATURE

10 Mars 2026

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Europe Et Asie Centrale

“Improving the resilience of Critical Entities and the protection of Public Spaces and the Cyber-space against security threats in the Western Balkans” (Croatia)

The EU has launched a 3-year project in the Western Balkans aimed at strengthening the capacities of the region to effectively detect, investigate and respond to terrorist threats on public spaces and critical infrastructures, and strengthening the resilience of cyber space. This European-funded action is in line with the goals set under objective 5 of the EU’s Joint Action Plan on Counter-Terrorism for the Western Balkans, focused on strengthening citizen and critical infrastructure and entities’ protection in the region.

CIVIPOL, the operator of the French Ministry of Interior, will manage the project and is looking for a Programme Administrative and Financial Officer in the Programme’s Project Management unit for 36 months, starting in March 2026-.

PROFILE

An experienced financial management professional, with strong expertise in budgeting, financial planning and reporting for EU-funded programmes, sound knowledge of procurement and contracting procedures, and proven experience in financial monitoring, audits and international cooperation projects.

MISSIONS:

The Programme Financial Officer is responsible for the financial management, procurement, contracting, and administrative procedures of the programme. S/he ensures sound financial planning, accurate financial monitoring, and full compliance with contractual and donor requirements. Working in close coordination with the Project Directors, the project team, and partners, the Financial Officer contributes to the effective and transparent implementation of the programme and supports audits and financial reporting processes.

TASKS:

Financial Planning and Monitoring

- Carry out financial planning for the programme in line with the approved budget and workplan.
    - Monitor budget execution and expenditures, ensuring accuracy, eligibility, and compliance with contractual requirements.
- Conduct regular financial reviews and contribute to corrective measures where necessary.
- Prepare and submit requests for budget amendments when required.

Financial Reporting

- Draft financial reports in accordance with donor requirements and contractual obligations.
- Collect financial information from project partners and extract accounting data as needed.
- Ensure consistency between financial data, contracts, timesheets, and accounting records.

Procurement and Purchasing

- Handle purchasing procedures for goods and services below EUR 2,500 (e.g. furniture, consumables, visibility material).
    - Manage procurement procedures for goods and services above EUR 2,500 (e.g. furniture, hotel services, catering, translation and interpretation).
- Prepare contracts for service providers related to:
    - Office expenses (rent, electricity, vehicles);
    - Activity-related expenses (experts, hotels, catering, translators).
- Ensure that procurement processes comply with applicable rules and internal procedures.

Contract Management

- Prepare and issue contracts for team members and experts, including contract amendments.
- Draft and manage contracts for service providers and suppliers.
- Ensure proper contractual documentation, filing, and follow-up throughout the project lifecycle.

Administrative and Accounting Support

- Draft the project financial and administrative manual, including rules and procedures applicable to the project
- Prepare financial and administrative templates and tools for project implementation.
- Verify, record, and archive financial and contractual documents in the accounting system.
- Manage office financial files and records in an organized and traceable manner.

Timesheets and Compliance Control

- Control coherence of timesheets and validate them in the system based on approval by the Project Director
- Ensure alignment between human resources costs, contracts, timesheets, and financial reporting.

Audits and Controls

- Supervise and take responsibility for internal and external audits related to the project.
- Actively participate in audit processes by preparing documentation and liaising with auditors.

- Ensure timely follow-up on audit recommendations and corrective actions

QUALIFICATIONS AND SKILLS REQUIRED:

- Proven experience in financial management of complex projects or programmes, preferably EU-funded.
- Strong knowledge of budgeting, financial planning, expenditure monitoring, and financial reporting.
- Demonstrated experience in procurement, purchasing procedures, and contract management.
- Familiarity with donor rules, eligibility of costs, and audit requirements.
- Strong organizational skills, accuracy, and attention to detail.
- Ability to manage financial data, accounting systems, and administrative documentation.
- Excellent coordination and communication skills, including interaction with project partners and auditors.
- High level of integrity, reliability, and ability to work autonomously in a structured environment.

LOCATION:

The post will be based in Zagreb (Croatia). Regular visits to the Western Balkan partners (once a month at least) will also be required.

DURATION:

3 years full-time, initial contract of 1 year.

REMUNERATION:

According to skills and experience.

Contract according to the status of the expert.

CONTACT:

Please send your application in English before 10/03/2026 (cover letter + CV in EuropeAid format) to the following address SPERBER.S@civipol.fret claire.avon@civipol.fr

