

Required Services

Title	Manager Finance (FIN)
Services	<p>Up to 100% resource to SDA A.I.S.B.L :</p> <ul style="list-style-type: none"> • Core working days at SDA Offices in Brussels, Belgium, from Tuesdays to Thursdays; • In case of Member staff, Mondays and Fridays may be remotely from Members' organization offices.
Duration	Commencing as soon as possible
Accountable to	Chief Finance, Partnerships and Corporate Services
Accountable for	Management of the processes of the Finance Unit in support of the financial running of the SESAR Deployment Alliance A.I.S.B.L.
Scope:	The financial running of the SESAR Deployment Alliance A.I.S.B.L. including funding through European Commission direct Grant Agreements (PSA SGA), Connecting Europe Facilities (CEF) Specific Grant Agreements (IP SGAs), FPA Coordination Fee collected from Implementing Partners as well as the Compensation Fee collected from Implementing Partners to cover SDA cost. Furthermore, the financial management incl. all financial legal obligations imposed upon the SDA A.I.S.B.L.
Accountabilities	<p>Main accountabilities</p> <p>Execute all the tasks, he/she is accountable and responsible for with regards to the proper management of the full financial management of the SDA A.I.S.B.L. and its interdependencies.</p> <p>Financial and Accounting</p> <ul style="list-style-type: none"> • Continuous monitoring and update of the SDA annual budget and five-year Business Plan; • Management of costs against budget; • Providing financial reports to the Chief Finance, Partnerships & Corporate Services as well as to Management Team and readying material for distribution to the Board of Directors and General Meeting of Members; • Oversight and management of the SDA bank accounts and distribution of EU grants to SDA A.I.S.B.L., SDA Members and Implementing Partners; • Management of all SDA A.I.S.B.L. banking needs and information flows. In addition, particular regard on the provision of bank guarantees (financial guarantees mechanisms) including liaising with the bank, the Partnerships Management Unit, DG MOVE, the Innovation and Network Executive Agency (INEA); • Building a relationship and establishing agreements with financial authorities with which the SDA A.I.S.B.L. interacts with regard to its obligations (e.g. Central Finance Authority, VAT Authority, DG BUDG); • Finalization of Annual Accounts of SDA A.I.S.B.L. • Definition and implementation of alternative financing mechanisms to grants – such as European Investment Bank loans – for the implementation of project proposals to be submitted to the EC <p>Payments</p>

	<ul style="list-style-type: none"> • Calculation and management of Pre-financing, and payments from both DG MOVE and INEA, taking into account budgets, audit findings, re-imburements and payments already received by Implementing Partners; • The execution of payments resides with the Manager Finance, whereas due to the complexity of the payments, payment calculations are a joint activity and shared responsibility with the Manager Partnerships Management both reporting to the Chief Finance, Partnerships & Corporate Services. All grant related payment calculations will be undertaken by an interdisciplinary team consisting of members of the Finance and Partnerships Management Units; • Liaising with the Partnerships Management Unit and on a case by case basis with the Strategy and Programme Management directorate (SPM) to get validated information for what concerns Implementation Projects’ data, in particular with reference to the Action Status Report (to be submitted yearly by 31 March), Final Report (to be submitted within 12 months from the end of the Action) and for the purpose of processing payments. <p>Checks and audits</p> <ul style="list-style-type: none"> • Ensuring eligibility of costs as the SDA Compliance Officer for SDA A.I.S.B.L. cost; • Support to Implementing Partners with regard to checks on eligibly of cost to Implementation Projects; • Support to SDA A.I.S.B.L. Members with regard to checks on eligibly of cost to their contributions to the running of SDA A.I.S.B.L.; • The activities are undertaken in close liaison with the Senior Legal Officer; • Providing all the necessary documents in the event of checks and audits. <p>SDA Governance</p> <ul style="list-style-type: none"> • Providing regular updates and support to the decision-making process to the Chief Finance, Partnerships and Corporate Services; • Report regularly to the Chief Finance, Partnerships and Corporate Services. <p>Communication and Human Resources</p> <ul style="list-style-type: none"> • Managing the Finance Units’ members under the supervision of your accountability and deal with related human resources matters; • Organising and chairing events and meetings (internally and with Member organizations). <p>Additional accountabilities</p> <ul style="list-style-type: none"> • To contribute to promoting SESAR Deployment awareness and acknowledgement in close cooperation with the Stakeholder Relations Team and the Chief Finance, Partnerships and Corporate Services; • To develop and maintain positive and constructive relationships with all Member organizations, Implementing Partners and other third parties; • Support to the drafting of the Program Support (PSA) SGAs, monitoring of their deliverables, drafting and finalizing of the final report incl. undertaking all grant related payment calculations in an interdisciplinary team consisting of members of the Finance and Partnerships Management Units; • Any other tasks identified by the Chief Finance, Partnerships and Corporate Services or by the General Manager of the SDA A.I.S.B.L.
Budget	<ul style="list-style-type: none"> • Manage the SDA budget allocated to the Finance Unit;

	<ul style="list-style-type: none"> • Contribute to the effective monitoring and implementation of the SDA AISBL's budget and budgetary limitations.
<p>Competencies</p>	<p>Essential</p> <ul style="list-style-type: none"> • Proven relevant experience of at least 10 years and proven track history of at least five years of managing complex finances and financing streams with a company or an organization / body acting as Coordinator in the scope of multinational EU grant agreements; • Demonstrable evidence of deep experience in corporate finances / financial management and / or banking; • Capability to establish relations with financial institutions to develop contracts and arrangements on this topic; • Educational achievement and qualifications commensurate with the seniority and breadth of the role; • Previous experience in EU and financial audits processes; • Experience gained in a multicultural and multilingual environment; • Leadership and managerial skills; • Openness; • Team player; • Assertiveness; • Personal autonomy; • Flexibility, especially given contractual timeframes and related peaks of activity; • An excellent knowledge of written and oral English; • Good communication skills, especially for the purpose of events; <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge in definition and implementation of alternative financing mechanisms to grants – such as European Investment Bank loans – for the implementation of project proposals to be submitted to the EC. • Previous experience in the Air Traffic Management sector; • Previous experience in EU grant funding schemes such as but not limited to CEF transport framework and SGAs for Implementation Projects and Programme Support Actions.