

Title	Financial Controller
FTE and Localisation	FTE 100%, at SESAR Deployment Alliance (SDA) AISBL headquarters in Brussels, Belgium: • Core office days at SDA offices in Brussels are Tuesdays through Thursdays; • Assigned staff shall spend at least 3 days a week during core office days at SDA offices in Brussels.
Duration	Until end 2021
Accountable to	Manager Finance
Accountable for	<ul style="list-style-type: none"> • Planning and Monitoring of SDA A.I.S.B.L and its Members' costs and related future income requirements. • Coordination of EC (via DGMOVE), INEA and Industry funding streams
Scope	<ul style="list-style-type: none"> • Financial management of the Deployment Manager function, in particular ensuring operational costs are fully covered by expected grant payments. • Coordination of INEA and DGMOVE funding – overseeing and administering grant payments to Implementation Project Partners (IPP's) and SDA Members, ensuring their returns comply to the guidelines with appropriate rigor. • Coordination with Partnerships Management Unit in monitoring, planning and reporting of Activity 1 costs
Main Accountabilities	<p>Financial and Accounting</p> <ul style="list-style-type: none"> • Continuous monitoring and update of the SDA annual budget and Business Plan (costs and income). • Ensuring SDA Members' Financial Focal Points comply with the regular internal reporting requirements set by the SDA A.I.S.B.L and that all information provided is timely and accurate. • Updating financial monthly reports and any material for distribution to the Board of Directors and General Meeting of Members; • Regular reporting of account statements to SDA Members ensuring the Financial Focal Points have a clear understanding of payments made and payments outstanding. <p>Treasury management</p> <ul style="list-style-type: none"> • Leading the Treasury function by ensuring appropriate banking arrangements and sufficient cash flow (working capital) to allow efficient operation of the Deployment Manager function. • 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; • Calculation and management of pre-financing and payments from both DG MOVE and INEA, taking into account budgets, audit findings, reimbursements and payments already received by SDA Members; • All grant related payment calculations will be undertaken by an interdisciplinary team consisting of members of the Finance and Partnerships Management Units;

	<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. • Support to SDA Members with regard to checks on eligibility of cost for their contributions to the running of the Deployment Manager function • 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 Manager Finance and Chief Finance, Partnerships and Corporate Services; • Organising and chairing events and meetings (internally and with Member organisations), including regular workshops for Financial Focal Points.
Additional accountabilities	<ul style="list-style-type: none"> • 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; • 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. • Any other tasks identified by the Manager Finance, &/or the Chief Finance, Partnerships and Corporate Services &/or by the General Manager of the SDA A.I.S.B.L. • Leading the consolidation of Members' cost claims to the EC and timely distribution of those funds back to Members.