



SESAR

DEPLOYMENT MANAGER

LET'S DELIVER TOGETHER

SESAR Deployment Alliance AISBL

Finance, Partnerships and Corporate Services

Resourcing Call FPS-2019-03 for:

Manager Finance

June 2019



Funded by the
European Union

SESAR Deployment - A Brief Introduction

About the SESAR Deployment Manager function

The SESAR Deployment Manager (SDM) function was established by the Article 9 of European Commission Implementing Regulation (EU) N°409/2013. Under the oversight of the European Commission, the SDM function performs the synchronisation and coordination of the deployment of the “Common Projects”.

A Common Project is a Commission Implementing Regulation which mandates the implementation of the most essential operational and technical changes defined in the European ATM Master Plan, endorsed by the Member States of the European Union and their operational stakeholders.

The first Common Project is known as the Pilot Common Project (PCP) and is defined by the Regulation (EU) N°716/2014. The SDM synchronises and coordinates implementation against the SESAR Deployment Programme which is a project view of the Common Projects, organizing their implementation into optimum sequences of activities by all the stakeholders required to implement.

To develop and maintain the SESAR Deployment Programme in close consultation with all the stakeholders is another important task under the SDM function.

The SESAR Deployment Alliance

The SESAR Deployment Alliance is the organization which has been selected by the European Commission to perform the SDM function until at least 31st December 2020.

Legal setup

The SDA AISBL is a “Not-for-Profit” International Association (AISBL) set-up under Belgian Law and composed of leading airlines, airports and air navigation service providers – the managers and users of Europe’s airspace. They are committed to the principle of the Single European Sky and to deploying the technologies that will deliver it to create customer and environmental efficiencies and benefits.

The SDA AISBL is composed of:

- Airlines, represented by the “A4” airspace user grouping;
- Airports, represented by SDAG on behalf of the EEIG Group of Airports;
- Air navigation service providers, represented by the “A6” grouping.

To find out more visit our [website](#).

The Current Opportunity

To support us in our work in the Performance & Financing Directorate, we are currently looking for:

- **Manager Finance**

Candidates

This opportunity is open to staff employed by Members of the SESAR Deployment Alliance AISBL as well as to external candidates.

SDA AISBL in line with European Commission guidelines seeks to fulfil assignments in the most cost-effective way possible.

Applications

The application process requires 3 documents:

1. A copy of your CV and any supporting documents proving the experience requirements
2. A Letter of Motivation – why you wish to be considered and what you believe you can contribute to the success of the SESAR Deployment Manager. The letter should also incorporate a declaration of commitment to act independently in the public interest, and your availability for interview.
3. A letter, from your employer supporting your application (in case of an application from Members' employees) or a letter from yourself as a contractor (in case of external candidates) indicating:
 - The supporting member organisation (in case of Members' employees);
 - The company details; (in case of external candidates as contractors);
 - Your daily rate;
 - Your availability to start the assignment.

Applications should be sent to: hr@sesardeploymentmanager.eu by **12 July 2019 24.00 CET at the latest.**

For Members' employees, the application must be sent via your HR Focal Point.

Interviews

We will invite successful candidates for interview as soon as possible after the closing date in the week commencing **15 July 2019**. Interviews will be held in Brussels or via Webex call. Reasonable travel expenses incurred wholly and exclusively for the purposes of attending the interview are direct costs recoverable by your employer through the grant claim process. Interviews will take approximately 60 minutes and may include a task based exercise.

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	2 years 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

Payments

- Calculation and management of Pre-financing, and payments from both DG MOVE and INEA, taking into account budgets, audit findings, re-imbursments 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.

Checks and audits

- 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 eligibility of cost to Implementation Projects;
- Support to SDA A.I.S.B.L. Members with regard to checks on eligibility 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.

SDA Governance

- 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.

Communication and Human Resources

- 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).

Additional accountabilities

- 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;

	<ul style="list-style-type: none"> 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; Contribute to the effective monitoring and implementation of the SDA AISBL's budget and budgetary limitations.
Competencies	<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.

Next Steps

Appointment and Conditions of Assignment Principles

Any assignment resulting from this resourcing call will not lead to a contract of employment.

The successful applicant will be supplied through Members of the SDA AISBL or contracted directly by the SDA AISBL as a contractor.

Applicants through Members

Throughout the assignment, individuals will remain an employee of their sponsoring employer's organisation. They are subject at all times to that employers' terms and conditions of employment, such as may from time to time be operable; including their policies for sickness absence, leave of absence, international assignments and the payment of relocation and any other approved allowances and/or business expenses.

Assigned employees will continue to receive their salary, allowances and any other benefits as may be agreed by their sponsoring employer and will remain covered by their existing social security and/or pension arrangements.

Whilst undertaking their SDA AISBL assignment individuals will continue to have a manager within their sponsoring employer organisation, including for the approval of absences and any disciplinary matters.

Posted employees not usually based in Belgium are required by Belgian Law to make a **Limosa** declaration. For more information, please consult the following link:

https://www.international.socialsecurity.be/working_in_belgium/en/limosa.html

Applications from external candidates

If not a Member's employee, the successful applicant will be contracted directly by the SDA AISBL as a contractor.

Assignment Descriptions

The assignment descriptions reflect the general nature of the tasks to be performed. However, they are not intended to be an exhaustive list of all duties, responsibilities or deliverables which may change due to the dynamic environment SDA AISBL works in.

Flexibility on location of work

Core office days at SDA offices in Brussels are Tuesdays through Thursdays.

For positions 80% and greater, assigned staff shall spend at least 3 days a week during core office days at SDA offices in Brussels.

For positions greater 60%, assigned staff shall spend at least 2 days a week during core office days at SDA offices in Brussels.

For positions 60% and less, assigned staff shall spend at least 1 day a week during core office days at SDA offices in Brussels.

Duration

The SDA AISBL performs its activities under a Framework Partnership Agreement concluded with the European Commission, which currently last until December 2020. Work is carried-out against Specific Grant Agreements which currently run until end of 2023.

The duration of the required services has been set to 2 years commencing the starting date of the assignment and is subject to the terms and conditions of the Service Agreement between the SDA AISBL and the sponsoring Member organisation (in case of Member employee) or the contractor (in case of external candidate).