

## COMPLIANCE CONTROLLER

**Rail Baltica** is the largest Baltic transport infrastructure project that will create the North – East economic corridor. It will be an electrified, high speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transportation from Tallinn to the Lithuanian-Polish border. Rail Baltica will connect the Baltic States with Central and Western Europe. The project is largely co-financed by the European Union. It must be well-governed, with clear financial flows and procurement systems. RB Rail AS is looking for a new enthusiastic **COLLEAGUE** to join our growing Communications team in a position of **COMPLIANCE CONTROLLER**.

Our ambition is to plan, monitor and control the delivery the new best-in-class, innovative, environmentally friendly railway infrastructure with cost competitive technical solution in the region to improve the long-term well-being of the society of the Baltic States and European community. We plan, develop and manage all technical aspects of entire Rail Baltica project to achieve cross-border interoperability. RB Rail AS is the three Baltic States' joint venture, it was established in October 2014 and is registered in Latvia. Main business of the joint venture is the design, construction and marketing of the railway. RB Rail AS acts as a main coordinator of the project.

### SUMMARY

On behalf of the joint venture (coordinator of Rail Baltica Global Project), Compliance Controller will be responsible for the eligibility control of the Rail Baltica project costs in accordance with signed CEF Grant Agreement terms and conditions.

In particular, he/she will be responsible for the ex-ante review and approval of joint venture costs, engage with external auditors as well check other project beneficiary cost compliance. He/she will be responsible for management of preparation financial reports to European Commission and related financial compliance management related tasks.

### REQUIREMENTS

- Higher education in economics, finance, business administration, accounting or law
- Experience in working with large scale EU financed projects for at least 5 years
- Experience in EU funded project control and audits (checks) for at least 5 years
- Experience in setting up internal control and compliance systems for cost eligibility or audit process in EU financed projects
- Experience in working in international environment will be considered an advantage
- Experience from EU institutions would be regarded as advantage
- Public procurement law application experience will be considered as advantage
- Highly organized, self-motivated and energetic individual who has analytic mind and can both see large picture and dig-in for daily tasks
- Excellent communication skills
- Excellent command of business English
- Excellent Ms Office, especially Excel skills.

### RESPONSIBILITIES

- Ex-ante review and approval of joint venture expenditures
- Ex-ante checks (on the spot checks) of joint venture and other project Beneficiary activity implementation costs
- Prepare internal eligibility audit and on the spot check annual work plans
- Draft internal policies/regulations regarding cost compliance
- Preparation and verification of procurement documents (technical specifications, regulations etc)
- Preparation of financial reports to European Union
- Engagement with external auditors and processes management across institutions
- Engagement with INEA, Project auditors and other controlling institutions on ex-ante, mid-term review ex-post evaluation audits
- Setting up and management of internal processes for cost compliance control
- Evaluating and managing risks related to cost eligibility
- Participating in process and management systems improvement
- Assisting in preparing project finance applications and financing agreements
- Other finance department tasks.

### OFFICE LOCATION

Full time position, located in Riga.

### SALARY

Starting from 2500 EUR gross.

### APPLICATION PROCESS

If You are willing to be a part of the challenging and unique project, and Your experience and personality match the position's requirements, please, send Your CV and motivation letter in English with the subject "COMPLIANCE CONTROLLER" to RB Rail AS recruitment partners SIA "Recruitment Latvia": [rbrail@cvor.lv](mailto:rbrail@cvor.lv) by 30th September 2020.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller") and SIA "Recruitment Latvia", Reg. No 40003955719, as its respective recruitment partners. The personal data indicated in the application documents will be processed for the purposes of the recruitment and hiring processes only as is legally permissible under Art. 6(1)(f) of Regulation (EU) 2016/679 (General Data Protection Regulation)



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