

## PROJECT 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 **PROJECT 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), Project Compliance Controller will be responsible for the management and eligibility control of the Rail Baltica project costs in accordance with signed CEF Grant Agreement terms and conditions as well management of the preparation of the future project proposals.

In particular, he/she will be responsible for the management of the signed Grant Agreements, including preparation of the project technical progress reports, preparation and management of the necessary Grant Agreement amendments, engagement with European Union stakeholders regarding the signed Grant Agreements and other related tasks directly linked with implementation of the Grant Agreements. He/she will be responsible also for management of the process of the preparation of the future project applications to be financed under various EU financial instruments (in most of the cases Connecting European facility). He/she will be responsible also for assistance in preparation of financial reports to European Commission and management of related financial compliance management 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 EU project proposals and EU funded project control and management
- 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

- Management of the preparation of technical progress and financial reports to European Union
- Management of project application preparation and signing of the EU financial support agreements
- Signed Grant Agreement management – liaison with European Commission institutions (coordination)
- Engagement with INEA, Project auditors and other controlling institutions on ex-ante, mid-term review ex-post evaluation audits
- Evaluating and managing risks related to cost eligibility, double financing across the Actions (within the scope of the Actions activities)
- Assist in drafting internal policies/regulations regarding Action controls vs Action activity scope
- Assist in Ex-ante and ex-post review of Action's technical progress (milestones, scope, justification for delays etc)
- Assist in preparation and verification of procurement documents (technical specifications, regulations etc)
- Assist Engagement with external auditors across institutions
- Participating in process and management systems improvement
- Assist in development of alternative financing option analyses and implementation
- Assist and/or management of project planning process (project scope review, project proposal alignment etc)
- Other finance department tasks

### OFFICE LOCATION

Full time located in Riga, Latvia.

### SALARY

Fixed 2900 EUR (before taxes).

### 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 "PROJECT COMPLIANCE CONTROLLER" to RB Rail AS recruitment partners SIA "Recruitment Latvia": [rbrail@cvor.lv](mailto:rbrail@cvor.lv) by 7 February 2021.

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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