

Role Specification

<u>Title:</u>	Project Manager, European Finance
<u>Grade:</u>	7
<u>Unit:</u>	Finance
<u>Reporting to:</u>	Finance Manager
<u>Ref:</u>	620
<u>Closing Date:</u>	Tuesday, 12 May 2026

Role Summary

SOLAS is seeking an experienced accountant to lead a team in managing the high-level processes related to the SOLAS European Social Fund claims procedures. This will include working with key SOLAS internal and external stakeholders to develop and maintain an effective system of processing ESF claims. The successful candidate will manage the on-going interaction with internal and external auditors relating to ESF claims. They will ensure that systems and resources relevant to the work of the unit are in place through the management of human, financial and material resources as assigned within the organisation structure. The Project Manager will demonstrate initiative to drive the on-going development of robust guidelines, processes and systems in the management of EU Finance. Applicants are required to have full membership of a prescribed accountancy body (CIMA, ACCA, ACA etc.) Please ensure that you detail the relevant qualifications in your application.

Key Tasks/Responsibilities:

- Provide leadership to the EU Finance team in its role as Intermediate Body for the ESF Operational programmes i.e. PEIL 2014-2020, ESF+ 2021-2027, National Recovery and Resilience Plan etc.
- Lead, motivate and provide guidance to the team members, ensuring efficient use of organisational resources and ensuring that staff development needs are being considered and managed.
- Allocate role and responsibilities to each member of the team.
- Provide effective communication to all ESF Beneficiaries to ensure ESF financial and non- financial declarations are submitted to SOLAS in a timely manner.
- Lead the team to ensure that management verification checks of the ESF financial and non-financial declarations are completed to a high standard before submission to the ESF Managing Authority.
- Liaise with all parties in the ESF cascade in relation to all ESF matters as necessary including the ESF Managing Authority, Audit Authority and European Authorities.
- Communicate and monitor awareness of the ESF regulations and circulars including publicity and document retention requirements throughout the organisation and the beneficiary organisations through regular Management verification checks.
- Manage the preparation of financial and statistical information for the ESF Monitoring Committee meeting held twice annually and co-ordinate the return of an annual progress and horizontal principle reports.
- Liaise with various SOLAS teams to develop new proposals for European funding for submission to the ESF Managing Authority. e.g. ESF 2028-2034.
- Assist with the Business Planning process for the Finance team and ensure the team achieves its

objectives and is in turn contributing towards the delivery of the Organisations strategy.

- Supporting the unit in meeting governance, compliance, financial reporting, legal, and audit obligations in line with EU Regulatory requirements, including EU Audit and Managing Authorities, Internal Audit, and the SOLAS Board.
- Any other duties as required by Management from time to time.
- Acting for the Finance Manager when required.

Requirements:

Essential:

- Qualified accountant with a minimum of 3 years' experience post qualification.
- Leadership experience with the ability to motivate, challenge and engage individuals and teams.
- Excellent digital and numerical modelling, written, verbal, communication and presentation skills.
- Proven experience communicating effectively with auditors regarding all aspects of financial and control assessment.
- Demonstrable and effective track record of technical, financial, reporting, monitoring, and report-writing for internal and external audiences.
- Proven record as an effective communicator with developed interpersonal and influencing skills.

Desirable:

- Previous experience working on ESF Operational Programmes.
- Experience in Auditing and Government Accounting
- Significant experience in the use of Tier 1 Financial Systems and Statistical Databases