

Finance Officer, European Network of Political Foundations (ENoP)

The *European Network of Political Foundations (ENoP)* is a platform for communication and dialogue between political foundations in Europe, the EU institutions, and civil society organisations (CSOs) in the fields of democracy support, development cooperation and political dialogue. The network consists of 51 member foundations and two affiliated entities, coming from 22 countries within the EU. The members are close to six party families - ALDE, ECR, EPP, Greens/EFA, GUE/NGL, S&D - represented in the European Parliament, and belonging to the democratic spectrum.

The main focus of ENoP is reflected in the activities of four working groups (WG): “Sustainable Development”, “Democracy”, “The Future of Europe” and “EU Funding” as well as in the implementation of relevant projects with local partners in more than 100 countries throughout the world. In 2016, ENoP has signed a Framework Partnership Agreement (FPA) with the European Commission, through which it was awarded a grant, which aims to support the implementation of the core activities of the organisation. ENoP is looking for a **Finance Officer** to join a team of four people to implement its recently granted EU project.

Finance Officer (part-time, 50%)

Finance Officer is taking charge of the financial health of the project by administering accounting operations to meet legal requirements.

Main responsibilities & tasks:

- Processing and validation of invoices, expenses, payments and reimbursements
- Execution of financial transactions
- Supporting the financial management, budget planning and coordination of the project
- Prepare and manage the financial reporting to multiple donors including the European Commission
- Ensuring compliance and transparency of project finances with funding partners' contracts and regulations;
- Maintenance and development of internal procedures (including awarding procedures)
- Liaising with the EU financial authorities, auditors, and the Belgian tax authorities
- Liaising with the Belgian social secretariat (PARTENA), payroll accounting, preparing timesheets
- Reporting to the project director and coordinating with other staff and the members of the network
- Exploring further fundraising opportunities for the network and possible project cooperations
- Administrative support to plan and organize ENoP's activities
- Being a member of the ENoP team and contributing to the overall fulfilment of ENoP's mission

Qualifications and requirements:

- University degree, preferably in Accounting, Finance, Business Studies or a related field or bookkeeping training (apprenticeship)
- at least 3 year experience as a finance officer, accountant or similar
- Solid knowledge of financial and accounting procedures
- Proven good knowledge of Belgian labour and social security legislation
- Knowledge of the financial management and accounting of public funding
- Experience in EU project finances is a strong asset
- Experience with an accounting software (e.g. MS NAV)
- Experience in payroll accounting in Belgium
- Very good computer knowledge (MS Word, Outlook, Power Point) and advanced MS Excel skills
- Sense of initiative, very good organisational skills, service mind attitude.
- very good command of English and French (spoken and written)
- German knowledge would be an asset
- Ability to work under pressure, manage competing priorities and maintain a professional approach
- Strong communication skills and team working capacity
- Excellent analytical and numerical skills, capable of producing high quality results within often tight deadlines
- Belgium work permit

Working conditions

- International working environment
- You will be based in Brussels
- Average monthly gross salary, employers' charges and other costs based on Belgian legislation such as the 13th month and pécule de vacance.
- Includes fee for the social secretariat for the payroll administration and insurances

Please send applications to applications.enop@gmail.com until the 22nd of February 2019 and include:

- A CV of maximum two pages
- A cover letter of no more than 1,5 pages outlining your motivation for the job
- Two letters of recommendations/ letters of reference from previous or current positions

Starting date: March 2019