European Partnership for Democracy

Finance and Grants Assistant (Traineeship)

Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is a non-profit organisation supporting democracy worldwide. It is a unique partnership comprising European democracy support organisations present in Africa, Asia, Europe, the Middle East and Latin America. EPD works inside and outside Europe as democracy is a universal aspiration and the contemporary challenges and opportunities for democracy are global in scope. More information about EPD is available at www.epd.eu.

Accountabilities and key relationships

The Finance and Grants Assistant will be based in Brussels and will report to the Head of Finance and Administration. The Finance and Grants Assistant will work in close cooperation with the EPD Programmes & Grants Officers and well as the EPD Finance team..

This traineeship will take place within the framework of a Convention d'Immersion Professionnelle[1].

Duties and responsibilities

Financial support of Grants Management

- Support Finance and Grants staff by carrying out a thorough review of grantees's financial reports to assess accuracy of presentation and compliance with the project's guidelines and with EPD's financial guidelines.
- Verifying project expenditure and supporting documents and liaising with partners on clarifications of documentation - drawing to the attention of the EPD Finance and Programmes relevant officers any issues arising from those reports;
- Liaising with grantees to obtain clarifications and missing documentation;
- Maintaining appropriate supporting documents to justify all costs in a centralised electronic filing system;
- Assisting the grantees and partner organisations in setting up their budgets and other project documents;
- Liaising with grantees and partner organisations to monitor their costs against their budgets;

[1] More information on the conditions of this traineeship can be found here.

- Occasionally supporting Programme staff in their monitoring of project expenditure and assist with reporting to donors;

Crosscutting

- Participating as a member of EPD's core team in the wider development of the organisation, sharing common tasks as required from time to time;
- Providing other kinds of administrative assistance as requested.

Benefits and learning opportunities

- Valuable experience for future career opportunities in finance and project management jobs within non-profit organisations;
- Trainees are fully involved in all aspects of EPD work and given considerable responsibility and independence; they are part of an international team that supports them in acquiring skills to work in an international organisation and hands-on knowledge of how major international actors inter-relate, at EU and global levels.

Requirements

- Bachelor's degree in finance and administration, political science or international relations, social sciences, or a relevant field of study, is required;
- Excellent knowledge of MS Excel;
- Good written and spoken command of English and French is required;
- Inclined to work and interested in the non-profit sector;
- An interest in the field of democracy support is recommended;
- Team spirit and willingness to work in an international environment.
  Candidates must be authorised to work in Belgium

Conditions

- 6-month traineeship (with a possibility of an extension to 12 months) on a Convention d'Immersion Professionnelle. EPD will compensate the trainee by paying a monthly allowance of EUR 1.056,72;
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the trainee is EUR 1,09) will be granted for each day worked;
- A monthly public transportation card in Brussels will be reimbursed at EUR 52,00;
- In the context of its structural teleworking policy, EPD compensates remote working via a monthly teleworking allowance of EUR 154,74, combined with EUR 20,00 for the professional use of a private internet connection;
- 20 days off for a full year of work (10 days for 6 months) with 3 days off between Christmas and New Year (these days are confirmed by the management team at the beginning of each year).

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Application procedure

Interested applicants should send a CV and their motivation letter to isabelledekester@epd.eu by **Friday, 20 June 2025 (23:59 CET).**

Please submit your application with the following email title: "NAME – Finance & Grants Assistant Application".

Interviews will take place in the coming weeks. *Due to the large amount of applications EPD receives, only the selected candidates will be contacted.*

The expected start date is ASAP.