

Finance and Administration Officer Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is a not-for-profit organisation with a global remit to support democracy, that brings together a network of 16 organisations specialising in the different parts of a democratic system. We work inside and outside Europe because we recognise that democracy is a universal aspiration and that the contemporary challenges and opportunities for democracy are global in scope. Our mission is to make a contribution to and reinforce the impact of European support for democracy across the world.

We are looking for a Finance and Administration Officer to support the financial management of several EPD projects (e.g. in Morocco, Myanmar and with the African Union). The projects vary in size and objective, for example, for the liberalisation of restrictive media laws, constitutional reform, grassroots activism and empowerment of women in politics. The position is available from January 2021 for an initial period of one year.

Duties and responsibilities

Accountabilities and Key Relationships

The Finance and Administration Officer will report to the Finance and Administration Manager (FAM). He/she will also work in close coordination with other EPD Programme staff (Programmes Coordinator, Programmes Officers and Programmes Assistant).

Financial project management

- Financial monitoring of project expenditure and financial reporting;
- Participation in the setting up of budgets for project proposals;
- Elaborating partnership agreements and setting up partners' budgets;
- Liaising with project partners in the countries of implementation to monitor their costs against their budgets;
- Reviewing partners' financial reports to assess accuracy of presentation and compliance with the project's guidelines. Working with partners on clarifications of documentation;
- Maintaining strong working relationships with field offices; advising field-based finance staff on EPD's financial systems and practices; and ensuring the financial compliance of all EPD's field projects within EPD's management framework;
- Cooperating with and assisting the FAM in the consolidation of project costs and working on financial reporting to donors;
- Maintaining appropriate supporting documents to justify all project costs in a centralised electronic filing system;
- Attending projects' financial audits and assisting auditors with verification and queries.

General EPD finance

- Assist the FAM with budgeting project income and contribute to setting EPD's annual budgets;
- Manage specific project income in cooperation with the FAM;
- Assist in monitoring EPD's cash flow.

General administration

- Monitor the functioning of EPD's IT infrastructure;
- Lead the development of a new contacts database;
- Maintain the functioning and configuration of EPD's cloud-based file hosting infrastructure (using the open-source software Nextcloud);
- Ensure compliance with GDPR in the role of EPD's "data protection officer".

In cooperation with the FAM:

- Maintain and verify monthly timesheets of project staff within EPD;
- Ensure proper office running;
- Ensuring proper arrangements for the management and security of EPD's premises in Brussels and field offices;
- Assist with other administrative tasks as required – and in the absence of the FAM.

Requirements

- Professional with a minimum of 2 years of proven experience in the financial management of funded projects;
- Financial management experience with EU grants;
- Proficiency in English and knowledge of French;
- Strong analytical skills to work with multiple donors and project requirements;
- Proficient in using MS Excel;
- Good team player and ability to work in a small yet diverse work environment, with colleagues and partners from around the world;
- Have permission to work in Belgium;
- Experience in budgeting is a strong asset;
- Experience in working for an NGO / non-profit sector is an asset;
- Experience in data management tools, in particular Nextcloud is an asset.

Conditions and benefits

- An initial 1-year contract with entry-level salary;
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the employee of EUR 1,09) will be granted for each day worked;
- Public transport cost home to work will be reimbursed;
- Based in Brussels.

Application procedure

Interested candidates should send a CV and a motivation letter by 5 January 2021. Please mention the position and your name in the email title. Applications are to be sent to edithpierron@epd.eu. Interviews will take place during the first weeks of January. Only shortlisted candidates will be contacted.

COVID-19: EPD is currently at minimal office presence, in order to ensure social distancing and hygienic standards for all staff members. As of mid-January 2021, policies will be re-assessed – with a view to maintain possibilities for working remotely and physical office presence.