

Terms of Reference

Finance Assistant - CIP

Accountabilities and Key Relationships

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

Management of project finances

Monitoring of project expenditure and financial reporting:

- Assisting in setting up of budgets for project proposals;
- Learning to draft partnership agreements and setting up project partners' budgets;
- Liaising with EPD's Project manager and 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 colleagues in the field; 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;

Other project cycle tasks:

- 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;
- Together with the Project managers and the FAM, overseeing and centralising procurement processes (of services and supplies)
- Attending projects' financial audits and assisting auditors with verification and queries.

General administration

- Assisting the Programmes Coordinator and EPD's IT admin (external service provider) in monitoring the functioning of EPD's IT infrastructure;
- Assist in maintaining the functioning and configuration of EPD's cloud-based file hosting infrastructure (using the open-source software Nextcloud);
- Provide cross-cutting support to EPD staff members when necessary.

Requirements

- Recent graduate from a Degree in accounting with knowledge of Belgian accounting rules and practices;
- Knowledge of EU grants is a strong asset;
- Proficiency in English and knowledge of French;
- Strong analytical skills to work with multiple donors and project requirements;
- Proficient in using MS Excel and a professional bookkeeping software, preferably Wings;
- Good team player and ability to work in a small yet diverse work environment, with colleagues and partners from around the world;
- Motivation to work for an NGO / non-profit sector is an asset.

Conditions and benefits

- 6 months assignment on a CIP (*Convention d'Immersion Professionnelle*). EPD will compensate the trainee by paying a monthly allowance of EUR 1.100,00. **There is a strong possibility of being hired on an employment contract after the internship;**
- 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 transport card for Brussels will be reimbursed 100%;
- In the context of its structural teleworking policy, EPD compensates remote working via a monthly teleworking allowance of EUR 129,48 + EUR 20,00 for the professional use of a private internet connection.
- Trainees are fully involved in all aspects of our 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;
- Valuable experience for future career opportunity in Finances within NGOs, nonprofit organisations or any small- to mid-size organisation;
- The traineeship is based in Brussels.

Application procedure

Interested candidates should send a CV and a letter of motivation by 15 April 2022. Please mention the position and your name in the email title. Applications are to be sent to edithpierron@epd.eu. Interviews will take place in mid-March.

Only shortlisted candidates will be contacted.

February 2022