

## Finance and Administration Manager Terms of Reference

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### 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 19 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 Manager to overview and strengthen our financial programming capacity for EU projects worldwide. The projects vary in size and content and aim, for example, for media freedom, constitutional reform, grassroots activism and the empowerment of young people in politics.

### Duties and responsibilities

#### Accountabilities and Key Relationships

The Finance and Administration Manager will report to the Executive Director (ED) and to the new Head of Finance and Administration (HFA). He/she will also work closely with the Programmes Coordinator (PC) and the Programmes team.

#### *Primary Duties and Responsibilities*

##### Financial management

- In close cooperation with the HFA, maintaining and developing EPD's accounts, producing a bi-monthly report on financial performance against budget for the ED/PC;
- Developing, reviewing and maintaining financial systems, policies and procedures, including cash flow forecasts and weighted annual budgets;
- Leading on the development of a review of internal EPD processes;
- Leading the implementation of full cost recovery throughout EPD, including the provision of relevant financial information to support funding bids;
- Working with auditors and preparing for audits of EPD projects;
- Ensure the financial management of EPD's costs and revenue, developing systems to enable these tasks to be undertaken in conjunction with other finance staff;
- Close monitoring of project budgets and expenditures, of cost implementation by EPD programme manager and project partners; including overseeing the appropriate reporting processing;
- Consolidation of all project finances into EPD's central accounting system and ensuring appropriate financial reporting to project donors.

#### *Secondary Duties*

##### Business planning, budgeting and development

- Assist the ED and HFA in the preparation of an annual budget for presentation to the Board.

- Assist in preparing and updating financial forecasts for EPD as a whole and/or its programmes and activities.
- Creating and maintaining cash flow monitoring tools.

### Human Resources management

- Together with the HFA, maintaining and developing HR systems, policies, procedures and records, advising the Executive Director on Belgian HR legal and regulatory matters.
- Monitoring labour law developments in Belgium and ensuring EPD's compliance to these developments.
- Assist the HFA in managing absences and payroll instructions to ensure timely and efficient remuneration processes.
- Contributing to an environment of learning in EPD and the constant improvement of our practices and procedures.

### Requirements

- Finance professional with a minimum of 7 years of proven experience in finance management and administration;
- Experience in managing EU grants (budget, financial implementation, reporting);
- Significant experience in budgeting, cash flow management;
- Proficiency in English and knowledge of French;
- Strong analytical skills to work with multiple donors and project requirements;
- Proficient in using dedicated accounting software and MS Excel following the scheme of Belgian accounting rules;
- Experience of working with ISO 9001 processes is an asset;
- Good team player and ability to work in a small yet diverse work environment, with colleagues and partners from around the world;
- Experience and interest in working for an NGO / non-profit sector is an asset;
- Experience in data management tools, in particular Google Drive is an asset;
- Have permission to work in the European Union (EU). Candidates based outside of Brussels would be expected to move to Belgium within 12 months of starting.

### Conditions and benefits

- The remuneration for this position is based on competitive employment remuneration and depends on the applicant's level of qualification and experience;
- 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;
- In compliance with EPD's Structural Teleworking Policy, staff will be granted a monthly teleworking allowance of EUR 129,48 and an additional monthly contribution of EUR 20,00 for the professional use of their private internet connection;
- Public transport cost will be fully reimbursed in Belgium.

### Application procedure

Interested candidates should send a CV and a motivation letter by **16 August 2022** (by 23:59). Please mention the position and your name in the email title. Applications are to be sent to [edithpierron@epd.eu](mailto:edithpierron@epd.eu). Interviews will take place at the end of August.

Only shortlisted candidates will be contacted.