

Finance Officer 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 nineteen 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.

We are looking for a Finance Officer to support the financial management of our new project in the Western Balkans. The position is available from December 2022 for an initial period of one year.

Duties and responsibilities

Accountabilities and Key Relationships

The Finance Officer will report to the Head of Finance & Administration (HFA). He/she will also work in close coordination and cooperation with the Finance and Administration Manager (FAM) and with other EPD programme staff (especially the Programmes Officer in charge of the Western Balkans project).

Financial project management

- Financial monitoring of project expenditure and financial reporting;
- Elaborating partnership agreements and setting up partners' budgets;
- Liaising with project partners and local project staff 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 personnel; advising and ensuring financial compliance of all aspects of the project;
- Cooperating with and assisting the HFA/FAM in the consolidation of project costs and working on financial reporting to the funders;
- 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;
- Participation in the setting up of budgets for project proposals.

General EPD finance

- Assist the HFA/FAM with budgeting project income and contribute to setting EPD's annual budgets;
- Manage specific project income in cooperation with the Programmes staff and Finance colleagues.

General administration

In cooperation with the HFA/FAM:

- Ensure proper office running;
- Ensure 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 projects;
- Financial management experience with EU grants;
- Proficiency in English and knowledge of French;
- 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;
- Experience in working for an NGO / non-profit sector is an asset;
- Experience in ERP systems (such as Microsoft Business Central) is an asset;
- Have permission to work in Belgium.

Conditions and benefits

- An initial one-year contract (salary according to 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;
- At EPD, a structural teleworking policy is in place. A teleworking allowance of EUR 149,48 (home office and professional use of a private internet connection) will be granted monthly;
- A monthly public transportation card will be reimbursed fully (STIB card)
- All staff 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;
- Based in Brussels.

Application procedure

Interested candidates should send a CV and complete the [application form](#) by **22 November 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 the following 2 weeks.

Only shortlisted candidates will be contacted.