

Finance and Administration Manager 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 18 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 support our project “Women and Youth in Democracy Initiative (WYDE)” which aims to improve the enfranchisement, empowerment, and inclusion of youth in all levels of democratic participation at the national, regional and global scales. The project is funded by the DG INTPA of the European Commission for a total of 15m EUR for a duration of 48 months.

The position is available for an initial period of two years.

Duties and responsibilities

Accountabilities and Key Relationships

The Finance and Administration Manager will report to the Head of Finance and Administration (HFA). He/she will also work closely with the Programme Coordinator (PC), the Operations Manager and the rest of the programmes and finance team.

Primary Duties and Responsibilities

Financial project management

- Financial monitoring of project expenditure and financial reporting;
- Leading the consolidation of project costs and working on financial reporting to the funders;
- Maintaining strong working relationships with field personnel; advising and ensuring financial and administrative compliance of all aspects of the project;
- 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 appropriate supporting documents to justify all project costs in a centralised electronic filing system;
- Organising the annual project financial audits and assisting auditors with verification and queries;

- Assisting the Programme team in the monitoring of the project and participate in the review of budgets.
- Cooperating with and assisting the HFA with the consolidation of other project costs and potentially working on financial reporting to the other funders when needed;
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Secondary Duties

General EPD finance

- Budgeting project income and contribute to the overall development of EPD's annual budget;
- Manage specific project income in cooperation with Programmes staff and Finance colleagues.

General administration

In cooperation with the whole finance & admin team:

- 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 HFA.

Requirements

- Finance professional with a minimum of 5 years of proven experience in finance management and administration;
- Experience in managing EU grants is essential (budget, financial implementation, reporting, procurement);
- Significant experience in budgeting, cash flow management;
- Proficiency in English and knowledge of French;
- Proficient in using dedicated accounting software and MS Excel following the scheme of Belgian accounting rules;
- 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.
- Available rapidly

Conditions and benefits

- The remuneration for this full-time 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.
- 30 days of annual leave
- Home working possible

Application procedure

Interested candidates should send a CV and the application form by **31st January 2023** (by 23:59). Please mention the position and your name in the email title. Applications are to be sent to edithpierron@epd.eu.

Only shortlisted candidates will be contacted.