

1 PROJECT OFFICER POSITION (code: FINANCIAL)

Starting date: ASAP

Recruitment will be done on a rolling basis

EUROCHAMBRES is the European Association of Chambers of Commerce and Industry, representing the interests of 1,700 Chambers and their 20 million business members across 43 countries and all sectors of the economy (for more information: www.eurochambres.eu) EUROCHAMBRES is currently seeking to recruit a full-time (m/f) Project Officer.

The Project Officer will be responsible for ensuring the design, implementation and development of the EU4Business: Connecting Companies' (EU4BCC) project's financial framework, managed by EUROCHAMBRES and funded under the EU4Business initiative of the European Union.

The EU4BCC project is being developed in the framework of the Eastern Partnership (EaP), which was launched in 2009 in order to deepen and strengthen relations between the European Union (EU), its Member States and its six Eastern neighbours (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine). EU4Business is an umbrella initiative that covers all EU activities supporting small and medium-sized enterprises (SMEs) in the EaP countries. The EU4BCC project aims to support sustainable economic development and job creation in the EaP countries by helping SMEs to grow - especially by promoting increased trade, encouraging inward investment and fostering business links with companies in the EU.

Specific responsibilities and tasks:

- Act as main point for budgeting guidelines and best practices in terms of budgeting, eligibility rules and finance reporting
- Secure the correct application of existing internal and EU project's financial and administrative rules and procedures
- Develop financial and administrative procedures, complex templates and reporting standards for financial reporting
- Supervise the compliance, with internal and donor-related regulations, of procurement procedures for goods and services and record-keeping.
- Gather and analysing financial data from the project for the Accounting and the Management
- Ensure internal and external financial reporting
- Assist in external audits, checks and monitoring visits pertaining to the project
- Oversee the quality and compliance of all budgets, financial reports and other financial documents submitted to donors in line with contractual obligations
- Assist the Consortia (financed through the project) in preparing requests for addenda, including budget revisions
- Participate in monitoring visits of the subgrants and risk assessments
- Offer online support via Management Informational System for the subgrants
- Maintain relevant records in electronic and paper files, including grant tracking and reporting

- Work closely with all levels of staff to assist their information needs, including project balances for the Team Leader

Required qualifications and skills:

- Degree in Business studies, accounting or any equivalent experience
- 3-year relevant professional experience in project administration and financial management
- Minimum 2-year proven experience in financial management of EU funded projects
- Solid knowledge of internal control, accounting, financial principles, VAT matters
- Excellent knowledge of the European Union's (i.e. PRAG) rules and procedures related to development cooperation
- Working knowledge of project budgeting, forecasting, reporting
- Advanced knowledge of MS Excel
- Proficiency in (verbal/written) English
- Excellent knowledge of financial software and MS Office

Asset:

- Working proficiency in Russian.

We offer:

- An indefinite-term working contract
- An attractive remuneration package, including 13th month, hospitalization insurance, medical and dental care insurance, pension contribution and luncheon vouchers.
- A challenging international work environment
- Experience in managing a high profile, multinational EU level initiative

Candidates should submit their letter of motivation and CV to job@eurochambres.eu indicating **'Project Officer - FINANCIAL'** in the subject line (**recruitment will be done on a rolling basis**). Applicants must have the unrestricted right to live and work in the EU. Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.

Only pre-selected candidates will be contacted.

All costs incurred to apply for the vacancy and to attend the interview(s) are to be borne by candidates and will not be reimbursed.

You are under no statutory or contractual obligation to provide data to EUROCHAMBRES Aisbl during the recruitment process. However, if you do not provide the information or you do not give EUROCHAMBRES consent to process the data, we may not be able to process your application properly or at all.