

## FINANCIAL OFFICER

**Starting date:** ASAP

**Closing date for applications:** 31 January 2021

**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](http://www.eurochambres.eu)) EUROCHAMBRES is currently seeking to recruit a full-time (m/f) Financial Officer.

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

The EU4BCC project is being implemented 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:

- Develop templates and reporting standards for financial reporting and audits
- Ensure compliance with EU grant requirements by setting up management, reporting and archiving systems
- Ensure internal and external financial reporting
- Ensure the compliance of expenses (and supporting documents) with the guidelines
- Gather and analyse financial data from the project for accounting and management purposes
- Prepare training and resource materials on EU grant requirements and project management, and provide training to the project partners on reporting.
- Ensure the correct application of existing internal and EU project financial and administrative rules and procedures
- Act as main point of contact for donors, auditors, consultants and project partners on issues related to EU grant management, eligibility rules and finance reporting
- Assist in external audits, checks and monitoring visits pertaining to the project (including taking part in monitoring visits of the subgrants and risk assessments)
- Maintain relevant records in electronic and paper files, including grant tracking and reporting
- Track expenses vs. budgets and advise the team leader about possible over/under expenditure.

Required qualifications and skills:

- Degree in business studies, accounting or any equivalent experience
- 3 years of relevant professional experience in financial administration, budget management, accounting, or audit
- Knowledge of internal control, accounting, financial principles, EU audit standards
- Ability to tackle multiple deadlines and requirements, be a self-starter, innovative and demonstrate the capacity for maintaining high professional standards
- Advanced knowledge of MS Excel
- Proficiency in (verbal/written) English
- Excellent knowledge of financial software and MS Office

Advantageous:

- Experience in financial management of EU funded projects
- Knowledge of the European Union's (i.e. PRAG) rules and procedures related to development cooperation
- Working proficiency in Russian.

We offer:

- An indefinite term employment 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](mailto:job@eurochambres.eu) indicating **“EU4BCC FINANCIAL CONTROLLER”** in the subject line, **by 31 January 2021 (recruitment will proceed 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.