

Eurochambres – Financial Project Officer TEBD II

Position open: Financial Project Officer TEBD II; **Starting date:** April 2024

Closing date for application: **12/03/2024**

Eurochambres is the Association of European Chambers of Commerce and Industry, representing more than 20 million businesses through its members and a network of 1700 regional and local chambers across Europe. All information about us can be found here: www.eurochambres.eu.

We are currently seeking to recruit a full-time Financial Project Officer to join the project team of the Türkiye-EU Business Dialogue II (TEBD II) project.

TEBD II seeks to bring Turkish chambers, business communities and their counterparts in the EU closer to each other, fostering mutual knowledge and understanding. The project furthermore seeks to ensure higher awareness of the opportunities and challenges of a potential future Türkiye's accession to the EU in both Türkiye and the EU.

The project is organised in three major strands:

- 1) Cooperation activities between Türkiye and European Chambers of Commerce and Industry and business communities
- 2) Capacity building activities for Türkiye and European Chambers of Commerce and Industry
- 3) Support to the EU-Türkiye Chambers Partnership Grant Scheme

Responsibilities:

The successful candidate will be member of a team of five people, who will jointly manage and implement the different project activities under the guidance of a project director.

They will be in charge of the overall and daily financial management of the project:

- Contribute to setting up the project' financial management structure within Eurochambres;
- Monitor budget expenditures thresholds, support the project team in preparing and managing the financial part of project budget amendments or addenda;
- Support the project team in the financial preparation, implementation and reporting of the main activities;
- Organise and manage procurement processes together with the project team;
- Pre check and verify provider's invoices with the pertinent supporting documents, prepare their payments;
- Forecast cash flow and follow up payments (experts, subcontractors, linking the documents on sharepoint);
- Compile and draft the financial project reports to be submitted to the contracting authority and follow up in case of audits/verifications;
- Prepare reporting guidelines and templates for the beneficiaries enabling the latter to submit their financial reports in line with the contract requirements;
- Organise and provide financial reporting training for the beneficiaries so that they get acquainted with the financial rules of the TEBD II project;
- Assist the project team on PRAG rules and prepare answers to financial questions in the Management Information System;
- Monitor the beneficiaries' financial reporting (Monitoring visits, checking financial reports, invoices, supporting documents, make sure beneficiaries report on time...).

Requirements:

- Bachelor Degree in accounting/ financial management and at least 3 years of working experience in an international environment or minimum 5 years of financial management experience in EU funded projects

- Strong organisational capacity and the ability to multi-task
- Strong analytical skills, rigorous approach
- Excellent spoken and written English and good knowledge of at least one other European language
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint) and similar tools
- Ability to work both in a team or autonomously, and to appreciate and follow priorities
- Availability to travel to different EU countries and to Türkiye

Advantageous:

- Knowledge of the Turkish language would be an asset
- Knowledge of PRAG rules would be an asset

We offer:

- A challenging international working environment
- The possibility to grow personally and gain professional experience
- Indefinite contract
- Competitive advantages in addition to the remuneration (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays)

How to apply?

Candidates should submit their letter of motivation and CV to job@eurochambres.eu with the subject line “**Financial Project Officer TEBD II**”. They should also indicate their availability for starting the work. Only pre-selected candidates will be contacted. Please read the requirements carefully, as misaligned applications will be rejected.