



## VACANCY NOTE

### TEPSA Financial Manager (50 % part-time)

#### About TEPSA

The Trans European Policy Studies Association (TEPSA) is an independent research network comprising 41 leading research institutes in the field of European affairs throughout Europe, managed by an office in Brussels. TEPSA's aim is to provide high quality research on European integration in order to stimulate discussion on policies and political options for Europe, and to analyse, assess and advice on current EU topics. These goals are achieved by interaction with the European and national institutions as well as with the academic and think tank community. For further details, see our website: [www.tepsa.eu](http://www.tepsa.eu).

#### Job description

The TEPSA Secretariat is looking for a Financial Manager to provide sound financial and administrative management of the organisation. The successful candidate will join an enthusiastic, committed, dynamic and international team that interacts with partners from across Europe in a small and dynamic office, where everyone plays an important role.

The Financial Manager should have relevant work experience in the financial management of non-profit organisations and with EU-funded projects. As our new team member, he/she should be able to work autonomously, have outstanding organisational skills and the ability to prioritise work demands and tasks. At the same time, attention to detail that solid financial management requires is a must.

Reporting to the Head of Office and the Treasurer of the organisation, the Financial Manager is offered a part-time (50%), 5 months contract under Belgian law, with the possibility of extension. The work location is Brussels. The starting date is 30 July 2018.

The gross monthly remuneration envisaged for this position is EUR 1870.71 EUR including end of year premium. Extra benefits include the provision of daily lunch vouchers (€7/day).

#### Tasks and responsibilities

- Financial management and coordination, project finance reporting to multiple funders including the European Commission;
- Ensure compliance of project budgeting and financial reporting with funding partners' contracts and regulations;
- Annual/multi-annual organisational budget planning, execution and reporting using analytical costs allocation techniques;
- Budgeting as part of grant applications, managing administrative aspects of grant applications;
- Liaise with the EU financial authorities, auditors, and the Belgian tax authorities;
- Supervision of processing and validation of invoices, expenses, payments and reimbursements, preparation of commitments, purchase orders;
- Reconciliation of income/expenses booked as well as cash and bank balances together with the accountant.

## Requirements

- A minimum of three years of relevant professional experience;
- Finance qualification or equivalent;
- Experience in financial management of EU projects and/or operating grants;
- The ability to further develop the financial system of a small to medium size organisation;
- Fluency in English and French;
- Proficiency in the MS Office Suite in particular Excel;
- Excellent time management skills and the ability to meet deadlines and objectives in an autonomous manner.
- Eligible to work in Belgium

## Desirable experience and expertise

- Experience in working for a think tank or a membership-based organisation
- Experience in project coordination

## Application procedure

Applicants are requested to send their CV and cover letter including the names of two references via e-mail to [recruitment@tepsa.eu](mailto:recruitment@tepsa.eu), with 'Finance Manager [Name of the Applicant]' in the subject line, addressing the message to Ms Mariam Khotenashvili, TEPSA's Head of Office.

Closing date for applications is **10 July 2018 (midnight)**.

Please note that we are only able to contact shortlisted candidates. Interviews will be conducted at the TEPSA office in Brussels or via Skype. No travel reimbursement is available for the interviews.

