



## VACANCY NOTE

### TEPSA Financial Manager (full-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 advise 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.

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, the Secretary General and the Treasurer of the organisation, the Financial Manager is offered a one-year full-time contract under Belgian law, with the possibility of extension. The work location is Brussels. The starting date is as soon as possible.

#### Tasks and responsibilities

- Financial management and coordination, project finance reporting to multiple funders including the European Commission;
- Ensuring compliance of project budgeting and financial reporting with funding partners' contracts and regulations;
- Annual/multi-annual organisational budget planning, execution and reporting;
- Budgeting as part of grant applications, managing administrative aspects of grant applications;
- Liaising with the EU financial authorities, auditors, TEPSA accountant and the Belgian tax authorities;
- Processing and validation of invoices, expenses, payments and reimbursements;
- Reconciliation of income/expenses booked as well as bank balances together with the accountant.

## Requirements

- A minimum of three years of relevant professional experience;
- Experience in financial management of EU projects and/or operating grants;
- Finance qualification or equivalent;
- The ability to further develop the financial system of a small to medium sized 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. Please also indicate your gross salary expectations for the position as well as your earliest starting date.

Applications will be considered on a rolling basis. The final closing date for applications is **5 December 2018**.

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.

