



VACANCY NOTE

TEPSA Financial Manager (full-time or 80%)

About TEPSA

The Trans European Policy Studies Association (TEPSA) is an independent research network comprising 44 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.

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 managing the EU-funded projects, preferably in a non-profit organisation. 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 Executive Director, the Secretary General and the Treasurer of the organisation, the Financial Manager is offered a one-year contract under Belgian law, with the possibility of extension. The work location is Brussels. The gross monthly remuneration envisaged for this position is dependent on the qualifications and years of experience of the candidate. Extra benefits include the provision of daily lunch vouchers (€7/day) and public transport (STIB, €499 per year) depending on the distance between the workplace and the place of residence).

The envisaged starting date is 02 March 2020.

Tasks and responsibilities

- Financial management and coordination, project finance reporting to 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

- University Degree in Finances, Business or equivalent;
- Experience in management of EU-funded projects and/or operating grants;
- 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

- University degree in EU studies;
- Experience in working for a think tank or a membership-based organisation;
- Basic experience with Belgian accounting standards and software

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, with 'Finance Manager [Name of the Applicant]' in the subject line, addressing the message to Ms Mariam Khotenashvili, TEPESA's Executive Director.

Applications are open until 9 February 2020 (midnight). Applications will be considered on a rolling basis as they are received; candidates are thus encouraged to apply earlier. Interviews will be conducted at the TEPESA office in Brussels or via Skype.

Please note that we are only able to contact shortlisted candidates. No travel reimbursement is available for the interviews.

