

JOB DESCRIPTION

Post title:	Finance Officer
Hours:	Part time (20 hours/week)
Location:	Brussels
Salary:	Salary is commensurate with experience (starting from 1,450 € gross for 20 hours)
Benefits:	13 th month and holiday pay, lunch vouchers, contribution to public transportation
Starting date:	As soon as possible

THE ORGANISATION

The Coppieters Foundation is a European Political Foundation, recognized as such by the European Parliament since 2007. Coppieters Foundation is a think tank focusing on European affairs. Our aim is to observe, analyze, and raise awareness about issues of special interest for the foundation and its members, including the principle of subsidiarity, minority rights, the right to self-determination, democratic values, social justice, sustainability, and gender equality. We act as a platform for dialogue between the academia, think tanks, political foundations, civil society and the European institutions.

The Coppieters Foundation is seeking to hire a part-time Finance Officer for its Brussels office for a period of 1 year with the possibility to extend the contract to permanent following a positive evaluation of performance.

THE POSITION

The Finance Officer will provide general office support to the Coppieters Foundation team in Brussels and will be responsible for the smooth running of all aspects of the administrative and financial management of the organisation.

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The Finance Officer will coordinate with the rest of the team and external stakeholders to provide critical operations support to the rest of the team and the Bureau members. S/he will be responsible for administrative duties including budget and audit management, bookkeeping, office management, and any and other administrative procedures arising from the day-to-day work of the Foundation.

DUTIES AND RESPONSIBILITIES

Assist the Coordinator with grant management (preparation and closure) and coordinate audit activities.

Budgets:

- Prepare, develop, and analyse management accounting information to provide general administrative support, including project-related administration and finance.
- Prepare, monitor and update annual income and expenditure budget in consultation with the Coordinator.
- Monitor the budget against actual and in relation to approved expenditure and to take up any variations in budget expenditure through the Coordinator and reconcile any differences.
- Involvement in strategic and business planning projections with the Coordinator and the Bureau.

Accountancy and Bookkeeping Systems:

Maintenance of all accounting records on an ongoing basis to include:

- Manage all income and expenditure processing.
- Maintain and improve bookkeeping and accountancy systems (both computerised and manual) including:
 - Bank reconciliations
 - Cash management
 - Income and grant analysis
 - Bank receipts and payments
 - Purchase approval and recording processes

Reports:

- Produce regular management information and financial reports so that Bureau and General Assembly know how well the Foundation is performing against its budget.

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- Prepare the statutory accounts of the audits and liaison with auditors.
- Provide regular monthly management financial information (including management accounts) for the Coordinator.

Communication and Co-ordination:

- Ensure the efficient circulation of financial information as needed including that required from external advisers e.g. the European Parliament, the Authority for Political Parties and Foundations, auditors etc.
- Liaise with and advise the Coordinator and the Bureau as appropriate on all financial matters.
- Attend Bureau meetings as required to provide information and analysis.

Professional/Technical:

- Keep up to date with financial developments across the sector, changes in requirements for European Political Foundations reporting and changes in legislation.
- Maintain and monitor the Internal Financial Procedures policy document and make recommendations on best practice, good governance, policies and procedures and implementing same.

Administration:

- Undertake all finance related administrative tasks ensuring orderly filling of electronic (ExactOnline) and paper documents.
- Legal registration of documents.
- Ensure all operations comply with the applicable legal framework.
- Day-to-day management of the office in Brussels
- Update information on EU transparency register on a yearly basis.
- Support the rest of the team with any necessary administrative procedures during missions, events, and meetings.

PROFILE SPECIFICATIONS

We highly value diversity in our team and we consider it key to the success of the organization.

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Required:

- Educated to at least a degree level in finance, business administration or equivalent.
- Multilingual professional level skills: English as working language; French and Dutch as preferred second languages. Any other language skills will be an asset.
- At least 3 years' relevant experience in administration, financial management, procurement and office management.
- Thorough practical up-to-date understanding of management accounting principles and techniques.
- Experience in budget management
- Experience of managing the audit process.
- Experience of computerised accounting and bookkeeping.
- Knowledge of EU project/grant management
- Ability to manage multiple tasks simultaneously, prioritizing and respecting deadlines
- Good oral and written communication skills
- Excellent attention to detail
- Fully computer literate
- Team player and independent, ability to work without close supervision and meet standards and targets
- Proactive, quick learner with a positive "can do" attitude
- Respect for diversity and equality
- Ability to work in Belgium.

Desirable:

- Familiarity with Regulation (EU, EURATOM) No 1141/2014
- Master's degree in a related field
- Experience working in a transnational network at the European level
- Familiarity with the way nonprofit organizations are structured
- Familiarity with topics of interest to Coppieters Foundation: cultural and linguistic diversity, collective and minority rights, multi-level governance, decentralization, constitutional reform, self-determination, migration, social justice or peace studies
- Knowledge of other European languages, including minority languages

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APPLICATION PROCESS

Interested applicants should submit their **CV and motivation letter** no later than midnight (CET) on **10 September 2023** to info@ideasforeurope.eu with the subject line "Coppieters Finance Officer 2023: your name surname".

Your personal data will be processed solely by Coppieters Foundation and only for the purposes of completing the recruitment procedure. It will be stored safely and securely. To ensure GDPR compliance please include the following sentence to the body of your email confirming your **consent**: "I agree to Coppieters Foundation processing data for the purpose of the selection procedure".

Interviews are scheduled to take place in Brussels. Shortlisted candidates will be notified about the interview's date and, if not based in Brussels, will need to arrange travel. The Coppieters Foundation will reimburse expenses for interviews upon receipt of valid documentation and a completed reimbursement form. We regret that only shortlisted candidates will be contacted.

Note that Coppieters Foundation is an equal opportunity employer and does not discriminate on the basis of origin, religion, gender, disability, and/or sexual orientation. We welcome applications from women and/or individuals from minority or marginalised groups.

Salary will be commensurate with experience (starting salary from 1,450 € gross/month for a part-time position).

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