



EUROCHAMBRES

The Association of European Chambers of Commerce and Industry
Brussels

1 PROJECT OFFICER POSITION (CODE: FINANCIAL)

Closing date: 13 December 2019

Starting date: ASAP

EUROCHAMBRES is the European Association of Chambers of Commerce and Industry, representing the interests of 1,700 Chambers and their 20 million business members across 44 countries and all sectors of the economy (for more information: www.eurochambres.eu)

EUROCHAMBRES is currently seeking to recruit a full-time (m/f) Project Officer.

Candidates should submit their letter of motivation and CV to job@eurochambres.eu by **13 December 2019**. Only preselected candidates will be contacted. **Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.**

Responsibilities:

- Work as an expert on implementation of financial and contractual conditions applicable to European Union funded projects;
- Act as main point for providing the team and external beneficiaries with budgeting guidelines and best practices in terms of budgeting, eligibility rules and finance reporting;
- Secure the correct application of the internal financial and administrative rules and procedures and the correct application of the EU project financial and administrative rules and guidelines
- Ensure compliance with regulations (internal and donor-related) for procurement of goods and services and record-keeping;
- Oversee the quality and compliance of all budgets, financial reports and other financial documents submitted to donors in line with our contractual obligations;
- Actively contribute to the definition and correct implementation of financial guidelines, templates and for reporting;
- Gather and organize financial data concerning the project for the other association's department
- Internal and External Financial reporting of the project
- Assist in external audits, checks and monitoring visits pertaining to the project
- Assist the Consortia financed through the project in preparing requests for addenda, including budget revisions;
- Assessing financial reports and related supporting documents submitted to Eurochambres by verifying their compliance with the approved budget and all contractual stipulations;
- Act as a point of contact with regards to financial reports by sending consolidated feedback on submitted reports to grant beneficiaries;
- Participate in monitoring visits of the subgrants and risk assessments.
- Offer online support via Management Informational System for the subgrants.
- Ensure internal administrative paperwork;
- Maintain current records in electronic and paper files, including grant tracking and reporting.
- Work closely with all levels of staff to assist their information needs, including project balances for the Team Leader.

Requirements:

- Degree in Business studies or any equivalent experience
- 3-year relevant professional experience in project administration and financial management
- Minimum 2-year proven experience in financial management of EU funded projects
- Excellent knowledge of the European Union's (i.e. PRAG) rules and procedures related to development cooperation.

ASSOCIATION OF EUROPEAN CHAMBERS OF COMMERCE AND INDUSTRY

ASSOCIATION DES CHAMBRES DE COMMERCE ET D'INDUSTRIE EUROPEENNES

Chamber House, Avenue des Arts, 19 A/D B - 1000 Brussels / Bruxelles • Belgium / Belgique

• Tel. +32 2 282 08 50 • Fax +32 2 230 00 38 • eurochambres@eurochambres.eu • www.eurochambres.eu

A.i.s.b.l. / Non-profit international association • TVA / VAT: BE 417 324 583 • Bank / Banque ING: 310-1215400-76

- Previous practice in managing procurement of goods and services
- Solid knowledge of internal control, accounting, financial principles, VAT matters, payroll calculations
- Knowledge of legal requirements involved with contracts and procurements (especially EU funded projects)
- Proficiency in (verbal/written) English, proficiency in another major EU language (in particular French) is an asset;
- Excellent knowledge of financial software and MS Office, particularly MS Excel

We offer:

- A challenging international work environment
- Experience in managing a high profile, multinational EU level initiative
- A competitive remuneration package, including 13th month, hospitalization insurance, medical and dental care insurance, pension contribution and luncheon vouchers.
- A full-time contract

To apply, please send your CV and a short motivation letter outlining your relevant experience and suitability for the role, in English to job@eurochambres.eu by **13 December**, indicating 'Project Officer - FINANCIAL' in the subject line of your application.

Only pre-selected candidates will be contacted.

All costs incurred to apply for the vacancy and to attend the interview(s) are to be borne by candidates and will not be reimbursed.

You are under no statutory or contractual obligation to provide data to EUROCHAMBRES Aisbl during the recruitment process. However, if you do not provide the information or you do not give EUROCHAMBRES consent to process the data, we may not be able to process your application properly or at all.