

## PROSAFE is looking for a Project Financial Officer

PROSAFE is seeking to recruit an experienced **Project Financial Officer** for a full-time position (38h/w), starting as soon as possible.

### Background

PROSAFE is an international non-governmental organisation established in 1991 by market surveillance officers from countries throughout Europe. The main goal is to contribute to cooperation of Market Surveillance Authorities by organising Joint Actions and by developing and promoting best practices. As from 2006, PROSAFE has coordinated 24 Joint Actions between various market surveillance organizations within the EEA (*European Economic Area*). In total 49 products and product related issues were involved.

PROSAFE coordinates a series of Joint Actions, such as JA2016 and EEPLIANT2, which are (co-)financed by the European Union. Next to the development items, the following products are tackled by:

- **JA2016:**

*Toys nr. 5 (Electrical toys), Childcare articles nr. 6 (Baby carriers & Cots), Handheld Power Tools nr.3 (Impact Drills), Electrical Appliances nr.2 (Haircare products) and PPE (Climbing equipment).*

- **EEPLIANT2:**

Domestic refrigeration, Network standby, Professional refrigeration.

More information can be found on PROSAFE's website at [www.prosafe.org](http://www.prosafe.org) and [www.eepliant.eu](http://www.eepliant.eu) and [www.mstyr15.eu](http://www.mstyr15.eu).

### The Project Financial Officer will carry out the tasks listed below:

- Provide support to the financial monitoring and the reporting of the grants, ensure compliance with the EU eligibility rules of project expenditures;
- Ensure the proper registration, maintenance and filing of digital and physical invoices, time sheets, salary data forms and travel reimbursements;
- Verify claims and prepare and execute payments to suppliers, Member States and contractors based on appropriate documentation, duly approved by the Executive Director;
- Process bank information for payments executed, in the accountancy;
- Drawing up and entering payment orders in the accounting system;
- Supply data information for the running and finalised grants, when required by the Executive Director;
- Liaise with the project participants regarding their project administration;
- Provide support during audit visits in relation to the projects' implementation or reporting.
- Coordinate with suppliers and other partners and handle queries;
- Verify all financial aspects in the organisation of project meetings;
- Provide contractual and financial advice to the Executive Director;
- Prepare financial statements for the project participants;
- Contribute to the preparation of the budget and project financial reports, ensuring all deadlines and conditions described on contracts are met;
- Provide back-up and additional assistance to other members of the team and performing any other task related to the area of competence.

### Profile:

- University degree of minimum 3 years in accounting, economics, finance or business administration or a similar field (exclusion criteria);
- At least 3 years' professional experience in a similar position (exclusion criteria);

- Proven experience working in an international context and liaising with stakeholders from different EU countries;
- Working experience in FP7/H2020 financial project management together with strong and in-depth knowledge and experience of H2020 funding and financing rules are a desirable asset;
- Knowledge of legal requirements involved with contracts and procurements;
- Working knowledge of financial software and MS Office;

#### Personal skills:

- Genuine team-player;
- Analytical mind with aptitude in math;
- Positive and outgoing personality;
- A problem-solver with attention to detail and ability to spot errors;
- Ability to concentrate and deal effectively with assignments;
- Well-organized, efficient and reliable;
- Able to work independently yet coordinated with the work of other colleagues.

The candidate should also be eligible to work in Belgium. Ideally the candidate lives in Brussels or is willing to relocate.

#### Language Requirements:

The working language of PROSAFE is English, thus excellent knowledge of English with good drafting skills is mandatory. Knowledge of French and/or Dutch are preferred but not required.

#### Offer

We offer an interesting job in an organisation which brings together European Member State officers, consultants, as well as International stakeholders in a field that is of fundamental importance for the Common European Market.

The contract will be for one year with the possibility of renewal in the event of a successful cooperation.

Suitably qualified individuals are required to submit the following three materials:

1. **Their CV;**
2. **A one-page cover letter in English;**
3. **A half page list of EU-funded projects in which you have been actively involved in your professional experience and the corresponding role you have had,**

no later than **10 December 2018**, midnight, CET to [info@prosafa.org](mailto:info@prosafa.org). Applications will be analysed on first come first served basis and candidates that meet the criteria and the job expectations will be invited to interviews on a continuous basis until the best suited candidate is found.

Candidates having omitted at least one of the three materials are excluded from the selection.

Only successful candidates will be informed, thank you for your understanding.

Mandatory requirement: please write in the email subject: [Your name - Project Financial Officer].