

## PROSAFE is looking for a Project Financial Officer

PROSAFE is seeking to recruit an experienced **Project Financial Officer with strong accounting background** 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.
- **EEPLIANT3** is to start in June 2019 focussing on a wide range of products from an Energy Efficiency and Ecodesign perspective.

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:

- Carry out the financial monitoring and reporting of the grants, ensure compliance with the EU eligibility rules of project expenditures;
- Carry out the entire project and organisation accounting;
- 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) plus 1 or 2 years Masters degree;

- At least 3-5 years' professional experience in a similar position (exclusion criteria);
- At least 3 years' experience in accounting jobs;
- Excellent working knowledge of accounting software (having worked with EXACT before is an asset) and MS Office;
- 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;

#### Personal skills:

- A willingness to “pitch in” where required. No job too big or small.
- Ability to handle pressure, and work within tight deadlines;
- 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;
- Well-organized, efficient and reliable;
- A can-do attitude, backed by speedy and accurate work;
- Assertive not abrasive.

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 Dutch is desirable.

#### 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:

1. **Their CV in English;**
2. **A bespoke one-page cover letter in English mandatory (general block letters will not be considered).**

no later than **5<sup>th</sup> June 2019**, midnight, CET to Mrs Ioana SANDU, Executive Director, [info@prosafe.org](mailto:info@prosafe.org).

***Applications are reviewed on a “first come, first serve” policy and interviews may be organised before the deadline; thus, we welcome swift applications.***

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**].