

PROSAFE is looking for a Junior Project Financial Officer

Job Description

Job title:	Junior Project Financial Officer
Location:	Brussels
Reporting to:	Executive Director
Salary:	From €50.000 to €55.000 gross p.a. (depending on previous years of experience and seniority)
Contract terms:	Permanent CDI contract
Contract hours:	5 days per week - 38 hours per week
Work conditions:	Office environment - remote not possible
Start:	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.

PROSAFE coordinates a series of Joint Actions, which are (co-)financed by the European Union and framework contracts for the European Commission. More information can be found on PROSAFE's website at www.prosafe.org and www.eepliant.eu.



[@PROSAFE_ORG](https://twitter.com/PROSAFE_ORG) and [@EEPLIANT](https://twitter.com/EEPLIANT)

Job purpose:

- Perform actively general finance and accounting activities;
- Maintain finance and administrative systems to ensure smooth and efficient processes are in place;
- Undertake financial monitoring and reporting of EU grants and other projects, ensure compliance with the EU financial rules for eligibility;
- Assist the design and control of PROSAFE's EU and other projects (in both application and reporting stages).

Responsibilities:

- Provide support in the day-to-day PROSAFE's financial management;
- Input all entries into the general ledger, including staff costs, processing suppliers' invoices, company taxes and social taxes;
- Processing and verifying bank payments.
- Reconciliation of bank accounts with bank statements.
- Monitor, register and verify project expenditure, collecting timesheets, payslips, invoices, travel and other costs reimbursements and all other supporting evidence needed to comply with EU rules.
- Liaise with the project participants regarding their project administration;
- Coordinate with suppliers and other partners and handle queries;

- Contribute to the preparation of the budget and project financial reports, ensuring all deadlines and conditions described on contracts are met;

Profile:

- Mandatory: University degree of minimum 3 years in accountancy, economics, finance, business administration;
- A Masters' degree in the above fields is a plus;
- At least 2 years' experience in accounting and/or financial project management;
- Knowledge and experience of FP7, H2020, Life, etc. funding and financing rules are a desirable asset;
- Working knowledge of accounting software is an asset;
- A can-do attitude, backed by speedy and accurate work;
- Analytical mind with aptitude in math;
- A problem-solver with attention to detail and ability to spot errors;
- Good time management - able to work under strong pressure and dedicated to meet variable deadlines.

The candidate should also be eligible to work in Belgium.

Language: English (excellent knowledge of English with good drafting skills for email communication).

Application Suitably qualified individuals are required to submit the following:

1. Their CV;
2. A bespoke one-page cover letter in English (general block letters will not be considered), where you include your favourite famous quote with a motivation why it is so. Please also indicate your expected monthly gross salary.
3. A brief portfolio of projects in which you worked with a brief description of the project objectives and your precise task.

no later than **10 November 2024**, midnight, CET addressed to Mrs Ioana Sandu, Executive Director, at ioana@prosafe.org and Mr Kyriakos Papazoglou, Programme Manager, at kyriakos@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 - Junior Project Financial Officer].