

## PROSAFE is looking for a (Senior) Finance and Compliance Officer

### Job Description

<b>Job title:</b>	(Senior) Finance and Compliance Officer (depending on experience)
<b>Location:</b>	Brussels
<b>Reporting to:</b>	Executive Director
<b>Salary:</b>	Between €50.000 and €62.000 p.a. (depending on experience and seniority)
<b>Contract terms:</b>	Temporary 1 year employment contract (CDD) renewable upon successful completion into a permanent CDI
<b>Contract hours:</b>	5 days per week - 38 hours per week
<b>Work conditions:</b>	Office environment - remote not possible
<b>Start:</b>	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, 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](http://www.prosafe.org) and [www.eepliant.eu](http://www.eepliant.eu).



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

#### Job purpose:

- Coordinate the accounting of the organisation;
- 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;
- Provide advice and capacity building on the design and control of PROSAFE's EU and other projects (in both application and reporting stages);

#### Responsibilities:

- Oversee day-to-day PROSAFE's financial management;
- 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.
- Supply weekly reports for the running and finalised grants to 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;
- 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, business administration or a similar field (exclusion criteria) plus 1 or 2 years Masters' degree;
- At least 3 years' experience in financial, project management or project administration jobs;
- Proven experience working in an international context and liaising with stakeholders from different EU countries;
- Working experience in FP7, H2020, Life, etc. 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 accounting software is an asset;

**Personal skills:**

- A positive attitude oriented to finding solutions;
- A can-do attitude, backed by speedy and accurate work;
- 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;
- A problem-solver with attention to detail and ability to spot errors;
- Well-organized, efficient and reliable;
- Assertive not abrasive.

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 **30 July 2024**, midnight, CET addressed to Mrs Ioana Sandu, Executive Director, at [ioana@prosafa.org](mailto:ioana@prosafa.org) and Mr Kyriakos Papazoglou, Programme Manager, at [kyriakos@prosafa.org](mailto:kyriakos@prosafa.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 - Finance and Compliance Officer].