

## PROSAFE is looking for a Project Financial Officer

### Job Description

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|-------------------------|----------------------------------------------------------------------------------------------|
| <b>Job title:</b>       | Project Financial Officer                                                                    |
| <b>Location:</b>        | Brussels                                                                                     |
| <b>Reporting to:</b>    | Executive Director                                                                           |
| <b>Salary:</b>          | From €58.000 to €65.000 gross p.a. (depending on previous years of experience and seniority) |
| <b>Contract terms:</b>  | 1-year CDD contract renewable 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.

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:**

- Perform and control 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;
- Provide financial advice on 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;
- Processing suppliers' invoices and reimbursements and company taxes and social taxes;
- Processing and verifying bank payments and 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.
- Supply weekly reports for the running and finalised grants to the Executive Director;
- Liaise with the project participants regarding their project administration;
- Play an active role in the internal and external audit process, including preparing information for auditors.

- 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;

Being able to also input all entries into the general ledger, including staff costs is an asset.

**Profile:**

- Mandatory: University degree of minimum 3 years in economics, finance, business administration. Accountancy is a plus.
- A Masters' degree in the above fields is an asset.
- At least 4 years' experience in financial project management and/or accountancy.
- Proven experience working in an international context and liaising with stakeholders from different EU countries.
- Knowledge and experience of EU funding and financing rules.
- 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.

no later than **12 November 2025**, midnight, CET addressed to Mrs Ioana Sandu, Executive Director, at [ioana@prosafa.org](mailto:ioana@prosafa.org) and Mr Gerasimos Makris, Senior Project and Policy Officer, at [Gerasimos@prosafa.org](mailto:Gerasimos@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 requested 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].