

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, 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](#) and [@EEPLIANT](#)

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

- Carry out the financial monitoring and reporting of grants, ensure compliance with the EU eligibility rules of project expenditures;
- Verify and ensure the proper processing, registration of digital and physical invoices, time sheets, salary data forms and travel reimbursements;
- 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;
- 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 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 Requirements:

The working language of PROSAFE is English, thus excellent knowledge of English with good drafting skills is mandatory.

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;**
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 02 April 2023, midnight, CET addressed to Mr Gerasimos Makris, Project Officer, at gerasimos@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 two 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](#)].