



## Finance & Budget Officer

The European Anti-Poverty Network (EAPN) is the largest European network of national, regional and local networks, involving anti-poverty NGOs and grassroots groups as well as European Organisations, active in the fight against poverty and social exclusion.

EAPN is looking to work with an experienced and enthusiastic individual to support its Financial Department. The candidate will be tasked with overseeing and monitoring the overall organisational budget as well as specific project budgets, establishing and reporting on projections and financial applications to the organisation's leadership. The candidate is expected to provide clear, precise and regular reporting to EAPN Director, EAPN Financial Manager, the Treasurer, and the Executive Committee to guide our budgetary decisions.

Line management: Reports to EAPN Director and Financial Manager and cooperates with the EAPN staff of the Communication, Participation and Development, Events and Policy & Advocacy departments.

EAPN is an equal-opportunity employer. We value diversity and we do encourage individuals or members of groups which are affected by poverty and other grounds of discrimination to apply for this post. EAPN will ensure that opportunities offered are accessible to all regardless of gender, age, race or ethnicity, religion or belief, disability, sexual orientation.

### Main tasks and responsibilities

#### *Oversees and reports on our budget and ensures budgetary alignment*

- Oversees and drafts the yearly and multi-year organisational budget (including additional project budgets),
- Drafts and supports the financial calculations in support of applications and reports to donors and stakeholders
- Drafts and, where appropriate, provides and presents the internal financial reports (both to internal and external stakeholders)
- Supports the reconciliation of our accounts • Supports the organisation's Finance and Administration team with bookkeeping tasks including: o Inputting relevant purchasing receipts (invoices, expense claims, credit cards,...) in the accounting software and, Bank statement reconciliation • Reviews salary slips on a regular basis to ensure accuracy and update the salary grids • Collaborates with our external accountant to progressively transition to fully internal accounting • Monitors our cash-flow, treasury, and cash management

#### *Supports and ensures successful audits*

- Prepares and coordinates auditing processes (internal and external audits) and responds to queries from auditors together with the line manager
- supports colleagues on fundraising matters
- participates in EAPN meetings as requested
- performs other tasks related to the post as deemed necessary and appropriate by the Finance and Office Manager and the Director.

## 2) PERSON SPECIFICATION

The Financial and Budget Officer needs to be a highly driven, self-motivated individual who is committed to the vision, mission, and values of EAPN, and ambitious for the organisation and the eradication of poverty and inequality.

### 1. SKILLS, ABILITIES AND ATTRIBUTES

- Relevant diploma at university level or equivalent degree or experience
- Minimum 7 years of proven track record in budget and finance work either at national or international level
- Extensive knowledge or at least 3 years' work experience in an NGO or similar organisation at an EU or national level a distinctive advantage
- Strong analytical, financial and administrative skills
- Experience establishing and drafting budgeting for multiple projects
- Experience establishing financial and fundraising strategies
- Experience in participating in drafting calls for proposals and applications for funding and reporting, preferably with European Commission, private and corporate Foundations
- Experience in Belgian bookkeeping (including cost accounting), preferably in an international not for profit association

#### *Desirable:*

- Knowledge of EU institutions and policies
- Knowledge of issues related to economic and social rights, preferably to poverty and social exclusion
- Experience in coalition building with civil society organisations at the European or national level

#### Skills/abilities

##### *Essential:*

- Fluent in English and excellent ability to communicate in writing and orally (any other language is a plus)
- Ability to liaise with relevant parties, coordinate input and meet deadlines
- Self-starter; organized; able to multitask and balance multiple responsibilities
- Strong sense of aesthetics and design
- Ability to work as part of a team while being self-supporting
- Initiative and creativity in problem-solving

#### WHAT WE OFFER :

- A temporary employment contract for 1 (one) year contract under Belgian law based on 38 hours per week, over 5 days.
- Home working days
- The gross salary scale applicable to this position is 3469,33 Euros – 3504,11 Euros, depending on the years of experience
- A thirteenth month (proportionally to the period of the contract)
- a forfeiter amount of 123,95 € on top of the monthly salary for expenses related to the job
- reimbursement of public transport to come to work
- meal vouchers

- an extra-legal pension fund
- hospital insurance

TO APPLY :

- Please send your CV (paid and unpaid/volunteering experiences)
- a motivation letter which outlines why you would be a good fit for the role and the organisation (no more than 1 page)
- 2 references

Please send your application to our Administration & Financial Manager: [philippe.lemmens@eapn.eu](mailto:philippe.lemmens@eapn.eu) before December 1st..

Interviews will be held in the first and second week of December.