

Recruitment Project Finance Officer

General Advert and Profile

Introduction

EURADA is looking for one Project Finance Officer during 12 months with the possibility of renovation. The Project Finance Officer manages all EURADA projects from an economic point of view ensuring that all expenses incurred are correctly reported to the European Commission and that payments are included in the accounting system and properly audited.

Know more about EURADA

Having as members a wide range of regional development agencies (RDAs) from 23 countries, EURADA can be seen as the prime European network of regional development practitioners. EURADA has also close relations with homologous organisations outside Europe such as the IEDC (USA) AMSDE (Mexico) or Fadel RA (Argentina). The association was created in 1992 as the exit strategy of a DG REGIO pilot project aiming at demonstrating the value of interregional cooperation. Since then, EURADA has been very active in identifying, testing and promoting new practices in the field of regional development (e.g. benchmarking, business angels, proof of concept, investment readiness, meet-the-buyers' exhibitions, value chain models, gazelles, inter-clustering...).

Operating as a platform of regional economic development practitioners, EURADA mobilises its expertise to spot and disseminate best practices, facilitate the exchange of knowledge and provide networking opportunities. During its 29 years of history, EURADA has been a laboratory to develop new ideas of economic development implemented later in the mainstreaming of EU policies. In the nineties, EURADA introduced peer learning for regional development, and promoted with the European Commission in the creation of the first European Association of Business Angels (EBAN) in 1999. In 2011 EURADA organised the first crowdfunding events with the European Commission and the European Economic and Social Committee. EURADA participates in several EU-funded projects to experiment innovative ways of regional economic development.

EURADA has 15 projects under implementation, which generate an annual income of about 300,000 euros and employ 6 experts in regional economic development and communication. We are looking for a new colleague to take the lead in the financial management of these projects, assisting in the daily accounting of expenditures, the elaboration of the financial reports to the European Commission, the elaboration of periodical implementation reports and assisting in the annual independent external audit.

Job profile

Project Finance Tasks and responsibilities

- Assistance to the internal project manager on financial aspects.
- Preparation of periodic reports of execution for internal revision. Updating the internal project economic management dashboard (tableau de bord de gestion).
- Monitoring project implementation, changes and closure through project progress reports with focus on financial progress.
- Preparation, monitoring and analysis of the Association's budget and other financial monitoring tools (ageing of clients, income forecast, cashflow, etc).
- Internal administrative management of payments and invoices in coordination with the external accountant.
- Take part in the meetings with the Executive Committee and Board of Directors to give information of the economic situation of the Association.
- Coordination of the external audit.
- Analyse, design and implement improvements in the economic management system of EURADA.

Qualifications / Selection criteria

Basic requirements:

- University degree.
- Past experience in the management of EU-funded projects or programmes; preferably in programmes of the European Commission (H2020, Erasmus+, COSME, etc.).
- Knowledge of the management of EU-funded projects with a focus on financial management, preferably through practical experience.
- Fluency in French (C1) as French is the working language for the economic management system.
- Fluency in English (C1).
- Good computer literacy (Microsoft Excel).

Other relevant skills:

- Capacity to work in an international environment.
- Sense of initiative, independence and capacity to lead the work without supervision.
- Outstanding organisation skills, accuracy and assertiveness.

Position offered

Location

European Association of Development Agencies (EURADA), rue Montoyer 24 1000 Brussels (Belgium). Smart working during some days per week is possible.

Terms of employment

- The position is based on a contract under Belgium law.
- The assignment (short term contract) will start as soon as possible, preferably from 1 October 2021 and will last 12 months, with an initial trial period of three months. Opportunity for long-term contract in EURADA might arise during that period.

Remuneration package

- The Secretariat offers a competitive salary along with meal vouchers and pension plan.
- Salary: from EUR 2,500 in 13'92 payments which means EUR 34,800 year.

Selection process

Applications

All applications should be submitted in French and include the documents below:

- a motivation letter highlighting the main reasons for applying to the position.
- a Curriculum Vitae in standardised Europass format.
- This documentation will form the basis of the initial stage of candidate assessment.
- The applications are to be sent by e-mail to HR@eurada.org
- Closing date for applications: Tuesday 31 August 2021 at 12:00 (noon).
- Candidates are invited to provide an easy way to contact them (mobile phone or landline) before and after the interview.

Interviews

- Selection will be made through a competition based on interviews with the Director of EURADA, representatives from the governance bodies of the association (President, Vice President, Executive Committee and Board of Director), and the external people that are carrying out the economic management of the association.
- Pre-selected candidates will be invited for a short phone interview on Tuesday 7th of September 2021.
- The three successful candidates will be asked to participate to online interviews on the second or the third week of September 2021:
 - One hour interview with a panel composed of representatives of the governance bodies of EURADA, the secretariat and external consultants.
 - Thirty minutes practical exercise