

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for a full-time

Finance Manager

Position Title: Finance Manager

Organization: Eastern Partnership Civil Society Forum (EaP CSF)

Location: Brussels, Belgium

Duration: 30 months full-time (100%) employment contract with EaP CSF Secretariat (with the possibility of extension)

Starting date: January 2024 / as soon as possible

Deadline for submissions: reviewed on a rolling basis – 31 January 2024 as final deadline.

The Secretariat of the Eastern Partnership Civil Society Forum (EaP CSF Secretariat) is accepting applications for the position of Finance Manager, who will be responsible for the financial management of the EU-funded project “*Belarus Beehive 2.0: Supporting civil society as a key driver of democratic transformation of Belarus*” of the EaPCSF, which includes a large Financial Support to Third Parties (FSTP) component. This role will also assist the Project Manager with the operational project management activities. The role will be based in Brussels, Belgium.

Specific duties of the Finance Manager include:

- The Finance manager carries out general and current monitoring of financial processes and manages the financial procedures of the project
- Responsible for the financial management of the project in accordance with the donor (EU) requirements. This includes project accounting, audit, budgetary controls, procurement, monitoring of project and financial performance/progress, contracting and disbursing funds to local partners in the EaP countries and the EU MSs;
- Monitors cash inflows and outflows to help all Partner organizations accurately predict how much money will be available to use in the future
- When necessary and at the request of the Project Manager and/or PMB members, attends PMB meetings, has no voting rights, but answers questions related to the financial situation of the project
- Provide financial analysis for planning and decision-making of the Project Manager, Director of the EaP CSF and PMB
- Develop the project budget Amendment. Coordinate the Partner’s budget changes. Consolidate all budget changes and submit for final approval.
- Coach, upon necessity, partner Finance Managers (Finance Manager / accountant BNP, Finance Manager/accountant EB, Finance Manager/accountant GN, Bookkeeper GN, Finance Manager MPF) on financial issues
- Present solutions based on EU legislation and donor requirement, toward challenging financial issues
- Participates in procurement procedures, announcement of tenders, applications for hiring employees, upon necessity
- Prepare contracts and liaise with service-providers and consultants to ensure satisfactory delivery of services on behalf of EaP CSF

- Collects and verifies financial reports of partners' Finance Managers
- Collect information from partners and maintains the FSTP financial tracker, which contains consolidated information on the project's commitments and expenditures made towards the FSTP
- Supporting the local partners in launching and administration of the FSTPs that would be in compliance with the donor's requirement, and selection procedures described in the project document
- Generates quarterly and semi-annual financial reports on the status of the project and provides them to LA and Project Manager, PMB
- Process financial transactions, such as invoices and purchase orders
- Suggest project partners on the improvement of the partners' financial procedures and processes. Work in close cooperation with financial responsible managers (Finance Manager / accountant BNP, Finance Manager / accountant EB, Finance Manager / accountant GN, Bookkeeper GN, Finance Manager MPF)
- Together with the EaP CSF Chief Financial Officer (CFO) collaborates with auditors to ensure that records and documents are prepared in compliance with EU regulations, local law, and internal regulations
- Collaborates with the accountant in the verification of project documents,
- Prepares of project financial reports, with all relevant supporting documents, as per donor requirements.
- Process a limited number of financial transactions, including invoices, and purchase orders, and submit for final approval to the EaP CSF Chief Financial Officer (CFO).

Required Skills and Experience

- Bachelor's degree in Finance, International Management, Business Administration, International Affairs or other related field;
- Demonstrated 5-years' experience in budgeting and financial reporting for large projects with multiple partners;
- Minimum 2 years of experience in administering Financial Support to Third Parties (FSTP);
- In-depth knowledge of funding and procurement rules and requirements of the European Union;
- Advanced Excel skills;
- Strong ability to establish priorities, work within tight timelines and multi-task;
- Ability to function effectively in a geographically dispersed team;
- Ability to work under minimal supervision with high level of resilience;
- Ability to exercise the highest level of discretion and confidentiality in carrying out the duties;
- Good team player with strong inter-personal skills who thrives in a multi-cultural environment;
- Sound coordination, administrative, networking, and collaborative skills;
- Excellent knowledge of English.

Desirable Skills and Experience:

- Knowledge and interest in the countries of the Eastern Partnership;
- Experience working in countries with unfavorable environment for civil society;
- Experience in setting up procedures and regulations in a project;
- Knowledge of Russian/Belarusian.

The EaP CSF Secretariat offers:

- An interesting role at the Secretariat of the Eastern Partnership Civil Society Forum;
- Attractive remuneration and benefits package;

- Be part of a friendly, dynamic, and international team in the heart of the Brussels EU district;
- Excellent networking opportunities.

Recruitment process

Please submit (in English) the application package including CV, motivation letter and two references to applications@eap-csf.eu with 'BHV 2.0 - Finance Manager' in the subject of your email.

Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible. The final deadline for submission is to be intended as 14 January 2024.

All applicants whether EU or non-EU citizens, are considered equally. Please, note that all candidates need to have the right to work in Belgium before applying.

For further questions, please contact Tania Marocchi, Director of the EaP CSF Secretariat at tania.marocchi@eap-csf.eu.

About the EaP CSF:

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform aimed at promoting European integration, facilitating reforms and democratic transformations in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. Serving as the civil society and people-to-people dimension of the Eastern Partnership, the EaP CSF strives to strengthen civil society in the region, boost pluralism in public discourse and policy making by promoting participatory democracy and fundamental freedoms. EaP CSF is a non-profit, non-government, non-partisan civil society organization with its headquarters in Brussels. More details about EaP CSF: <https://eap-csf.eu/>