



## The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for a Chief Financial Officer

**Job location:** Brussels, Belgium

**Start date:** September 2024 – as soon as possible

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF or the Forum) is looking for a **Chief Financial Officer** with a strong experience in managing European Commission funded projects, AISBL funding, fundraising and with a good understanding of the civil society dynamics and EU democracy support policies in the Eastern Neighborhood.

The Chief Financial Officer (CFO) has primary responsibility to oversee and direct financial, accounting and fundraising activities in support of EaP CSF strategy. The CFO ensures sound financial management practices that support organizational growth and financial stability, seeks ways to continuously improve financial procedures, ensures organizational compliance with Belgian laws and tax obligations, manages risks and liabilities

### Key responsibilities

- Develop and monitor the implementation of financial plans in conjunction with the Director, including setting targets for organizational growth
- Develop and maintain internal financial management policies and procedures and performance measures
- Ensure compliance with all applicable financial, accounting, legal and regulatory requirements and best-practice standards; ensure a system of strong internal controls
- Develop and monitor Secretariat's annual operating budget and other projects' budgets, including recommending effective approaches to track and manage these budgets
- Supervise and develop the Financial Department
- Oversee cash flow management
- Preparing financial reports in accordance with the terms and conditions specified by donors
- Producing financial analysis for use in planning and decision making
- Advising on new or updated policies and procedures and ensuring they are taken into consideration when designing and implementing projects
- Serve as primary contact on behalf of the EaP CSF Secretariat for banking and audit relationship
- Oversee general administration and operations
- Handle risk management, overseeing insurances to ensure proper liability coverage
- Oversee HR and admin operations
- Management of four staff members: Finance Manager, Finance and Procurement Assistant and Finance Assistant, Finance trainee

### Required Skills and Experience

- Bachelor's degree in accounting, business, finance or any related field
- 8 or more years of experience in financial management of EU funds
- Leadership skills, personal integrity
- Excellent verbal and written communication skills
- Understanding of advanced accounting, regulatory issues and tax planning
- Working knowledge of how to fundraise

### What we offer

- An interesting and varied role in a thriving civil society organisation;
- Being part of a small, friendly, dynamic and international team in the heart of the Brussels EU district;
- CDD fixed-term employment contract, until December 2026 (prolongation possible, subject to funding availability);
- Attractive remuneration and competitive fringe benefits (meal vouchers, 20 legal holidays + extra holidays between Christmas and New Year and during summer, representation and teleworking allowance, reimbursement of public transport costs, other bonuses, professional training)

### Applications and interviews

If you are interested in the role, please fill in this form <https://forms.gle/kiVLtKWDbXahCYf36> and attach directly in the form your CV and motivation letter in English by 26 August 2024. The Cover Letter must address how your skills and previous/ current professional experience match the duties and responsibilities set out for this role.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview.

Only candidates selected for an interview will be contacted.

#### Recruitment timeline:

Deadline for applications: 26 August 2024

Selection of applicants and invitation for interviews: by 2 September 2024

Interviews: 2 September -13 September 2024

### 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.