

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

### Finance Assistant

**Position Title:** Finance Assistant

**Organization:** Eastern Partnership Civil Society Forum (EaP CSF)

**Location:** Brussels, Belgium

**Duration:** CDD 1 year fixed-term employment contract (followed by an indefinite contract, subject to satisfactory performance and available funds)

**Starting date:** January 2024 / as soon as possible

### **The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for a Finance Assistant to join its growing team.**

He/she will assist the Finance Department to ensure the smooth running of the day-to-day financial activities of the organisation, in accordance with established policies and procedures.

**Reporting to:** Chief Financial Officer

#### **Key responsibilities:**

- Process all day-to-day financial transactions, including invoices, purchase orders, expense reimbursements of the Secretariat and its staff
- Check bills and invoices before payment to ensure that documents are accurate and complete, that budget coding is correctly recorded and that policies and guidelines including specific grant/donor requirements are followed
- Review & prepare all payment requests and expense reports for the accuracy and completeness before verification by the Chief Financial Officer
- Maintain the financial filing system in an organized, complete and efficient manner
- Support with drafting template contracts, check proofs of delivery
- Assist with preparation of consultancy/ vendor invoices
- Prepare monthly submissions to the accountant for bookkeeping
- Support the Chief Financial Officer in preparation of any financial documents
- Managing petty cash
- Support with per-diem payments and reimbursements for participants to EaP CSF events
- Support with preparation of documents for the audits
- Support the Membership and Governance Manager and Grants & Advocacy Officer in checking financial reports related to FSTPs
- Work closely with other team members including Event Officer to provide support and financial information as needed for performing various tasks and activities of the Forum
- Perform any other duties that may be assigned or required.

#### **Qualifications and Skills:**

- Bachelor's degree in Business, Accounting, or any relevant field. Specialized academic certificates or training certificates will be considered as an added advantage.
- 2 years' experience in the field of financial role preferably in the NGO or accounting sector
- Knowledge of financial systems and procedures

- Strong organizational and multitasking abilities.
- Proficient in Microsoft Office Suite
  
- Good team player with excellent communication and interpersonal skills who thrives in a multi-cultural environment
- Excellent oral and written communication skills in English
- Good oral and written communication skills in French are considered an asset
- Ability and willingness to travel in EU and EaP countries as required
- Holding the legal permission to work in Belgium (the Secretariat is not in the position to assist with obtaining the permission to work in Belgium)

### 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 1 year fixed-term employment contract (followed by an indefinite contract, subject to satisfactory performance and available funds)
- 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)

### Application procedure

If you are interested in the role, please send your CV and motivation letter (in English) to [applications@eap-csf.eu](mailto:applications@eap-csf.eu) with the reference: “**Finance Assistant**”. 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.

**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 31 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 Iustina Haroianu, Chief Financial Officer ([iustina.haroianu@eap-csf.eu](mailto:iustina.haroianu@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/>