

**The European Environmental Bureau**  
Europe's largest network of environmental citizens' organisations,  
is recruiting for a full-time  
**Senior Finance Officer**

The European Environmental Bureau (EEB) is looking to recruit a Senior Finance Officer to work in the Finance and Admin Unit. We are looking for a highly motivated self-starter, eager to learn and contribute to the EEB's work especially by providing strategic financial input and implementing financial policies in areas such as, but not limited to: budget, cash management and forecasting, funding by donors, recording and documentation, project auditing, monthly financial reporting. The Senior Finance Officer will advise and report to the Finance, Personnel and Administration Director.

**The work consists of:**

**1) Grants financial management and reporting:**

- Ensure that all grants/projects reports are discussed with the project managers and passed to donors within the required time schedules.
- Play a key role in the EEB's core grant application, monitoring and reporting processes.
- Co-ordinate and review project budget development (proposal, grant and matches).
- Review and examine grant budget/expenses.
- Liaise with donors and project managers regarding project income, expenditure and reporting.
- Be a key player in matters related to grants accounting and management to ensure accurate coding of expenses and full compliance with the EEB's internal as well as donors' requirements.
- Keep the Finance, Personnel and Administration Director informed of all major compliance issues while taking the necessary corrective steps.
- Review and advise on project proposals/budgets in regard to compliance issues for all prospective sources of funding.
- Submit end of project grant financial reports and follow up on the project close-out procedures.
- Maintain and further develop the EEB's Grant Tracking Sheet while ensuring information is available to project managers.

**2) Financial Accounting & Management**

- Actively participate in the production of the monthly management accounts.
- Take a leading role in ensuring that all grant audit queries are responded to in a timely manner and ensure that any audit recommendations arising from such audits are promptly implemented.
- Review payment vouchers and other accounting documents to ensure proper expense coding and documentation.

**Qualities and experiences we're looking for:**

- BA or MA in Finance, Business Administration, Accounting, Economics or related field.
- Five years of relevant experience, preferably some at a senior-level.
- Practical knowledge of financial systems, internal financial controls & procedures and staff management skills.
- Good problem-solver, creative and innovative. Must be a team player and adaptable.
- Experience in major donor regulations such as those of the European Commission.

- Experience with finance systems integration and developing/maintaining project tracking tools would be an asset.
- Good written and spoken English and preferably French.
- Knowledge of WinBooks and MS Office.
- Ability to work alone and take initiative.
- Strong organisational skills.
- Flexibility (we expect and offer flexibility regarding work schedules).
- Prepared and able to work in a dynamic working environment.
- Capability to prioritise and work with several projects at the same time.
- Good command of Excel is required.
- Interest / experience in working in an environmental organisation or other public interest NGO and in an international working environment.

**The EEB offers:**

- A monthly pre-tax salary of around €3,300 (based on the level of experience), coupled with various benefits: holiday bonus, 13<sup>th</sup> month, pension scheme, luncheon vouchers.
- The recruitment is for a permanent position.
- A stimulating, international work environment.
- An opportunity to work for a worthy cause.
- An organisation committed to our values of democracy, fairness, respect, integrity and sustainability.

**Application process:**

Please email your application in English to [personnel@eeb.org](mailto:personnel@eeb.org) including a CV and cover letter explaining how your experience is relevant to the position. Please clearly mark: "Senior Finance Officer" in the subject of your email and indicate where you saw this position advertised.

**Place:** EEB office in Brussels  
**Deadline for Application:** 3 November 2019  
**Interviews first round:** Week of 11 November 2019  
**Proposed starting date:** As soon as possible

**The EEB is an equal-opportunities employer.**

Due to limited staff resources and numbers of CVs anticipated, only candidates selected for interviews will receive a reply.

Please read our recruitment privacy statement before applying:  
<https://eeb.org/eeb-recruitment-privacy-statement/>

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