



eurodad
european network on
debt and development

Rue d'Edimbourg 18-26, 1050 Brussels, Belgium
+32 (0) 2 894 4640 · www.eurodad.org

Eurodad Project Finance Officer

Reporting to: Finance and Grants Manager

About Eurodad: Eurodad (the European Network on Debt and Development) is a network of 60 civil society organisations (CSOs) from 28 European countries, which works for transformative yet specific changes to global and European policies, institutions, rules and structures to ensure a democratically controlled, environmentally sustainable financial and economic system that works to eradicate poverty and ensure human rights for all.

Candidates are encouraged to review our website: www.eurodad.org and subscribe to our *Development Finance Watch* newsletter for further information.

Role Purpose: This role carries out a range of responsibilities related to portfolio and project level financial management. The PFO supports the formulation of project budgets and monitors and controls budget allotments and expenditures, being responsible for accurate and efficient deployment and utilisation of resources in line with established rules and contracts. The PFO monitors, plans and controls project funds as well as validates and verifies correctness of recording of project expenditures and checks and validates financial reports from project partners and sub-grantees. The PFO ensures accurate financial reporting to donors and prepares financial documentation for project audits. The PFO controls financial aspects of all types of contracts (donor, partners and sub-grantees, expert and procurement contracts) ensuring adherence to Eurodad's Financial Rules and internal control procedures.

Key contacts: Finance and Grants Manager and other members of the Operations team, Project Coordinators, project partners and sub-grantees.

Contract & location: Brussels-based* with some flexibility allowing for remote working, permanent and full-time contract.

** Other locations, particularly in Spain or UK could be considered on a case by case basis.*

Gross annual salary in Belgium** range between € 54,528- € 58,978 (incl. vouchers, holiday pay and end of year bonus), depending on skills and experience.

Attractive benefits package including additional days leave, complementary Hospitalisation, Ambulatory and Dental insurance (DKV), meal, eco, gift and culture-vouchers, working from home allowance, trainings, public transport allowance, travel insurance and contribution to a complementary private pension plan.

***Annual gross and benefits package will differ in other countries*

JOB DESCRIPTION

A. PLANNING, RESOURCES ALLOCATION AND BUDGET FORMULATION:

- In close collaboration with the Finance and Grants Manager and project coordinators coordinates financial planning processes for individual projects;
- Analyses projects' financial plans and budgets for financial feasibility and advises on ways to achieve cost-efficiency at project level;
- Advises on and participates in budgeting process for projects. Reviews, analyses and revises budget data, analyses and validates allocations and costing ensuring consistency with donor requirements and financial rules, verifies correctness of costing;
- Analyses, calculates and verifies correctness of co-funding provisions to project budgets;
- Provides input to drafting of budget notes and budget justifications;
- Provides inputs, such as financial information, details on payment schedules and financial reporting to the process of budget negotiation with donors and partners and sub-grantees and preparation of donor contracts and partner agreements;

B. PROJECT FINANCIAL COORDINATION AND CAPACITY BUILDING

- Coordinates with other members of the operations team, project coordinators and with relevant policy staff to ensure all funders' financial requirements are met (including, for example, the European Commission, governments, Eurodad members and private foundations).
- Build and maintain relationships with relevant staff in partner organisations in close coordination with Project Coordinators to ensure timely and appropriate exchange of information concerning activities, results and budget of the projects, agree Memoranda of Understanding, reporting templates and support partners and sub-grantees when required.
- Organises financial trainings for policy teams and partners and sub-grantees as required as well as providing constant support in their capacity building on following funders' rules.
- Support partners and sub-grantees in strengthening their internal systems to ensure effective financial management of grants and accurate financial reporting

C. BUDGET AND COSTS MONITORING AND OPERATIONS CONTROL:

- Monitors budget implementation and financial performance at project level and identifies issues, priorities and exceptions for further action;
- Monitors allocation and assesses staff costs on regular basis, advises on budget availability, initiates budget revisions to reallocate staff costs when required;
- Ensures that financial obligations and expenditures are in accordance with approved budgets and Eurodad's financial rules and donor contracts;
- Monitors project partners and sub-grantees' expenditures in projects, checks financial reports, verifies supporting documents;



- Monitors co-funding obligations to projects, identifies gaps and suggests corrective actions;
- Prepares data analysis for budget revisions and budget reviews to projects;
- Acts as a member of procurement evaluation committees and sub-grant evaluation committees. Reviews and validates selected bids or grants. Requests clarification and additional information as necessary. Checks and verifies supporting documents, verifies and certifies selection of supplier under a single offer procedure;
- In collaboration with project coordinators and the Finance and Grants Manager reviews contract conditions and contract terms, and forwards for signature to the Director;
- Monitors bookings ensuring accurate financial recording, identifies incorrect bookings and initiates corrective actions and follows up.
- Prepares a detailed procurement plan at the beginning of any new project undertaken by Eurodad in coordination with project coordinators and/or policy and comms teams.
- In close collaboration with the Senior Finance Officer and the Finance and Grants Manager prepares all the necessary financial documentation required for project audits and liaises with the auditors as appropriate.

D. TEAM AND ORGANISATIONAL SUPPORT

- Support the team and Eurodad colleagues as necessary, including occasionally taking on tasks and responsibilities outside this job description to meet team or organisational needs.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

A. EXPERIENCE

Essential

- Proven experience in effective financial management of grants, including project budgeting, financial reporting and auditing (at least 5 years' experience).
- Recent experience of financial management of European Commission (EC) grants (preferably from DG-INTPA).

Desirable

- The above experience in an international network of NGOs and in the development sector.
- Proven experience of working with partner organisations in consortia projects.
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B. APTITUDE, SKILLS AND KNOWLEDGE

Essential

- *Excellent communication skills* in English, both written and oral.



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- *Excellent interpersonal skills*, with a proven ability to build and maintain relationships with key stakeholders including colleagues in other teams and partner finance staff.
- Computer literate, familiar with standard software, including MS Office and high proficiency in Microsoft Excel
- Knowledge of current EC financial and administrative requirements.

Desirable

- Proficiency in French and / or Spanish. Other European languages also an advantage.
- Understanding and interest in key development issues especially those relating to development finance.
- Good understanding of accounting.

C. VERY STRONG COMMITMENT TO EURODAD'S OBJECTIVES