



The European University Association (EUA) represents around 850 universities and higher education associations in 47 countries. Located in Brussels, the EUA secretariat is comprised of around 35 staff members; EUA's mission is to promote the development of a coherent system of education and research at the European level through studies, projects and services to members.

EUA is looking for a **PROJECT FINANCE OFFICER**

The European University Association is currently seeking to recruit a **Project Finance Officer**, for its offices located in Brussels. S/he will work under the supervision of the Director of Finance and Administration and will provide finance and budgeting support to the Project Units. S/he will ensure compliance with contractual obligations, legal requirements and the EUA's policy.

S/he will also ensure close coordination and regular and effective cross-unit communication related to financial management aspects of projects.

Duties and responsibilities

- Assist Project Units in all financial and contractual aspects of project preparation, implementation and follow up;
- Ensure compliance of project budgeting and financial reporting with donors' contracts and internal regulations;
- Monitor project spending, coordinate budget realignments and annual budget reviews; prepare and update spending forecast; monitor income from donors and fund transfers;
- Update project tools and templates for budget management and donor reporting;
- Brief staff members and partners on finance matters, project management and reporting;
- Maintain an overview of grants and tenders and facilitate cross-unit communication related to financial management aspects;
- Obtain timely and satisfactory project reports prior to closure of projects;
- Coordinate external audits and follow-up by implementation of audit recommendation.

Background and qualifications

- University degree or Master in Business/Finance management or other relevant fields;
- Min. 3 years job experience in finance management in NGOs or international organisations;
- Experience in developing, managing and monitoring finance and accounting systems, policies and procedures;
- Sound knowledge of financial management principles;
- Experience with external audit procedures;
- Good communication and organisational skills;
- Ability to work in a multi-cultural team;
- Excellent IT-skills, including proficiency in Excel and familiarity with accounting systems (Winbooks);
- Fluency in written and spoken English and French; any other European language is an asset.

The Association offers a permanent contract under Belgian law and an attractive package of benefits including lunch vouchers, hospitalization & medical costs insurance and a pension scheme.

Interested candidates are requested to send their CV and a concise motivation letter quoting their salary expectations to hr@eua.be by 10 May 2017.

EUA regrets that we are not able to acknowledge all applications received. Please note that only suitable candidates will be invited for an interview.