

# Finance Officer

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**Full time position**

**Open-ended contract**

**Deadline: 31 March 2022, 23:59**

**Starting date: Spring 2022**

**Reports to: Director of Operations**

**Interviews will take place on a rolling basis**

**Location: EPF Secretariat Office, 180 Chaussée d'Etterbeek, 1040 Brussels**

## BACKGROUND

The European Patients' Forum (EPF) is one of the most prominent civil society organisations active in health policy at European level. EPF is the umbrella organisation of patient organisations across the EU and a driving force to advance patient empowerment and involvement in EU health policy debates. EPF's vision is to ensure equitable access to high-level, patient-centred care for all patients in Europe.

EPF engages in policy advocacy and campaigning and participates in EU-funded projects. We organise educational and policy events, and capacity-building initiatives.

EPF was founded in 2003 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. EPF currently represents 77 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. We reflect the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

For more information see [www.eu-patient.eu](http://www.eu-patient.eu)

## PURPOSE OF THE ROLE

The Finance Officer supports the day-to-day administration of EPF's finances.

## KEY RESPONSIBILITIES & TASKS

### Daily / Regular financial administration

- Process accounts receivable (invoices) and accounts payable expense claims (including electronic archiving) in line with internal procedures, liaising closely with the external accountant;
- Prepare and approve payments;
- Prepare requests for payment/ invoices;
- Monitor the EPF credit cards & virtual travel card (with the Events Officer)
- Monitor income and cashflow liquidity;
- Monitor budgets versus actual spend with relevant budget owners, including all EU funded project budgets;
- Monitor the completion of monthly timesheets and review the summary reports;
- Management of financial documents in line with EPF procedures;
- Liaise regularly with the external accountant to ensure income and expenditure is recorded in the accounting software.

### Financial management tasks

- Prepare and manage the annual budgeting by supporting the planning process with the Director of Operations, Executive Director, Secretariat and Board;
- Support the Director of Operations / Secretariat in the preparation of the annual accounts, working closely with the external accountant and external auditor;
- Support EU Project leads on any audits, liaising with external auditors;
- Support the Director of Operations in monitoring and reviewing financial compliance policies;
- Budget and report use of funds to sponsors upon request;
- Support the project leads to ensure the financial management is done in line with the EU programme requirements and support the preparation of financial reporting and audits; provide a CFS (certified financial statement) for submission with the final reports when required;
- Reconcile monthly activity, generating year-end reports, and fulfilling European Commission-related requirements;
- Support the Director of Operations to develop long-range forecasts and maintain long-range financial plans;
- Assist in creating annual organisational budget and monitoring cash flow;
- Oversee monthly and quarterly assessments and forecasts of organisation's financial performance against budget, financial and operational goals

- Oversee short and long-term financial and managerial reporting and liaising, while adhering to EPF Governance and Belgian legal requirements, together with the external Accountant;
- Support the management of the PACT finances in line with requests from the Secretary General of PACT
- Lead the EPF Finance Task Force when needed;

#### **Diverse**

Other tasks to advance the effectiveness and efficiency of EPF as an organisation.

## **KNOWLEDGE, SKILLS & EXPERIENCE**

#### **Essential**

- A degree in financial management or professional qualification;
- At least 3 years of experience in a similar role;
- Experience in working within an NGO environment, with experience of public grants;
- Demonstrable knowledge of general and analytical accounting;
- Strong attention to detail, planning and organisational skills;
- Proven commitment to high professional ethical standards and diversity and learning in the workplace;
- Excels at operating in a fast pace, community environment
- Fluent spoken and written English, working knowledge of other EU languages
- Excellent computer skills and proficient in excel, word, outlook, and database tools

## **PERSONAL QUALITIES AND ATTRIBUTES**

#### **Required qualities and attributes**

- Capacity to work independently with minimal supervision in a busy and multicultural team
- Capacity to manage a complex workload, to plan, prioritise and multitask effectively
- Demonstrable commitment to the vision and the mission of the EPF
- Solution-oriented;
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative management style.

Ability to be politically impartial in the application of duties

## KEY INTERFACES

### Internal

- Director of Operations
- All team members

### External:

- EPF Board
- EPF Member organisations
- External Accountant
- External Auditors

## WE OFFER:

- A full-time position
- An open-ended contract;
- A friendly, dynamic, and multi-cultural team and international working environment
- An opportunity to gain hands-on experience on EU health policy and advocacy work, working for a highly respected organisation
- A competitive monthly salary according to the candidate's experience, coupled with various benefits:
  - Lunch vouchers (8 euros/day)
  - Annual bonus
  - Health care (hospitalisation and ambulatory care and pension insurance).
  - Working from home allowance
  - Additional holiday
  - Transportation offered in line with our internal policy
- The opportunity to amplify the voice and enhance the perspective of patients in Europe

## HOW TO APPLY

Please send your your CV, a 1-page motivation letter and two references in English to [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) by **31 March 2022, 23:59** (e-mail subject: “*Application for the position of Finance Officer – (Your Full Name)*”). Interview invitations will be extended on a rolling basis. The selected candidate should be prepared to start in Spring 2022.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/> .

We will treat your data with the utmost care and take all appropriate steps to protect it.