

The European Patients' Forum (EPF)  
is looking for an experienced

**Finance Manager**

To join its Secretariat in March 2018

Deadline for applications: 2<sup>nd</sup> February

1-year contract renewable depending on performance

## BACKGROUND

The European Patients' Forum (EPF) was founded in 2003 to be the collective influential patient voice in European health and related policies and a driving force to advance patient empowerment and equitable patient access in Europe.

EPF currently represents 74 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients living with various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic and/or lifelong conditions in the EU have access to high quality, patient-centred equitable health and related care.

The EPF strategic goals focus on areas such as health literacy, healthcare design and delivery, patient involvement, patient empowerment, sustainable patients' organisations and non-discrimination.

More information: [www.eu-patient.eu](http://www.eu-patient.eu)

## Purpose of the role

The EPF Finance Manager ensures organisational effectiveness by providing leadership for the organisation's financial functions.

## Job Description

**Job title:** Finance Manager

**Starting date:** March 2018

**Reports to:** Director of Operations & Engagement

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

### Main Tasks and Responsibilities

#### Financial Management

- Lead the EPF Finance Task Force;
- Manage the annual budgeting and planning process with the Director of Operations and Secretary General;
- 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, ensuring full respect of EPF Governance and Belgian legal requirements, together with the external Accountant;
- Reconcile monthly activity, generating year-end reports, and fulfilling European Commission-related requirements;
- Assist the Secretary General and Board in creating annual organisational budget and monitoring cash flow;
- Contribute to the organisation's Human Resources policy and practice in collaboration with the Director of Operations & Engagement;
- Support the management of the PACT finances in cooperation with the PACT Coordinator, in line with requests from the Secretary General of PACT;
- Develop long-range forecasts and maintain long-range financial plans.

#### Daily financial management

- Process invoices and expense claims (including electronic archiving) in line with internal procedures;
- Prepare and approve payments in electronic bank account;
- Prepare requests of payments;
- Monitor the EPF credit card and lodge card;
- Management of financial documents in line with EPF procedures.

#### Relation with sponsors

- Follow up with sponsors regarding administration linked to contracts in cooperation with the EPF Office Coordinator, and report to the Secretary General;

#### Diverse

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

## Dimensions and Key Interfaces

Team size: 17

Direct Report: 0

### Key interfaces

Internal: All team members

External:

- Working relationship with EPF Treasurer
- Main interlocutor with external accountant
- EPF President and Officers
- EPF Board
- EPF Member organisations
- Auditors

## Profile – Knowledge, Skills, Experience

### ESSENTIAL

- A degree in financial management;
- At least 5 years of experience as a Financial Manager
- Experience in working within an NGO environment, managing public grants;
- Demonstrable knowledge of general and analytical accounting;
- Strong attention to detail;
- Strong 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; French an asset;
- Excellent computer skills and proficient in excel, word, outlook, and database tools.

### PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrable commitment to the vision and the mission of the European Patients' Forum
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative management style.

## We offer

- A full-time position giving you the opportunity to integrate and grow a dynamic and multi-cultural team;
- A 1-year contract renewable depending on performance;
- A competitive salary (between 3000 and 3400 euros gross depending on experience) coupled with various benefits (lunch vouchers (8 euros), transportation costs within Brussels region, health care (hospitalisation and ambulatory care) and pension insurance).

## To apply

Please send your applications consisting of a letter of motivation (**one page maximum**), your CV and two references to [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) **by 2<sup>nd</sup> February 2018 (COB)** at the latest. Your application will be treated in the strictest confidence.

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.

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

The selected candidate should be prepared to start at the beginning of March 2018.