

## OPEN POSITION



### ***EU Project Accountancy & Finance Officer***

*Safe Food Advocacy Europe* - SAFE is a non-profit independent organization based in Brussels, which strives to ensure that consumers' health and concerns stay at the core of EU food legislation.

SAFE strengthens the voice of European consumers in civil society and contributes to the reinforcement of participatory democracy in Europe.

Please, visit our website: [www.safefoodadvocacy.eu](http://www.safefoodadvocacy.eu)

**We are opening a 'EU project accountancy and finance officer' position to support SAFE's activities, starting in March/April 2022.**

### **PROFILE & REQUIREMENTS**

- Bachelor's/Master's degree in Finance, EU project coordination/Management, Accounting, Management, or any related field of study;
- **At least 4 y.- experience** in EU project financial management, good knowledge of the rules related to the major EU funding programmes (Horizon Europe, LIFE, Erasmus+, etc.);
- Experience in drafting financial forms for any application to an EU grant/tender/programme;
- Good knowledge of accounting legislation and EU accounting standards;
- Good knowledge of payroll practices in HR;
- Sharp organisational skills and high-level of accuracy;
- Excellent analytical/numerical skills and can-do attitude;
- Solid IT competences (especially MS Excel, Word, office 365 and Google Docs);
- Ability to handle deadlines;
- Legal eligibility to work in the EU is a must;
- Be an independent, proactive, problem solver and team player person;
- Excellent knowledge of English and French (both C1/C2 level) with strong communication skills (spoken and written); other EU languages are a strong plus.

### **MAIN FUNCTIONS AND RESPONSIBILITIES**

- Conduct fundraising activities;
- Conducting drafting activities for EU grants;
- Assistance in grants/contracts management ;
- Participation in periodic financial control and reporting in EU-funded projects;
- Assisting in other operations tasks when necessary
- Preparing outgoing invoices and coordinating membership fees invoices.
- Validation of financial documents and proceeding payments.
- Participation in preparation of annual accounts

### **WHAT WE OFFER**

- You will be part of a small but dynamic and international team;

- You can play a key role in a growing organization located in the centre of Brussels and help bolster its reputation in the context of EU Institutions and Trade Associations;
- A two-year-long contract, with possibility of extension into a permanent position.

Qualified candidates should send a CV and a cover letter to Floriana Cimmarusti ([jobs@safefoodadvocacy.eu](mailto:jobs@safefoodadvocacy.eu)) before 27 January 2022.

**Starting date: March/April 2022 (depending on availabilities).**

Please note that due to the volume of applications expected, only candidates selected for interview will be contacted. Thank you for your understanding.

*Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process in case other vacancies that could fit their profile open.*