

Eurochambres – Junior Financial Project Officer

Position open: Junior Financial Project Officer ; **Starting date:** September 2024

Closing date for application: **19/07/2024**

Eurochambres is the Association of European Chambers of Commerce and Industry, representing more than 20 million businesses through its members and a network of 1700 regional and local chambers across Europe. All information about us can be found here: www.eurochambres.eu.

We are currently seeking to recruit a full-time **Junior Financial Project Officer** to join Eurochambres project team.

Responsibilities:

The successful candidate will be a member of Eurochambres project team, and will assist Eurochambres' project managers with the financial implementation of EU funded projects and under the supervision of Eurochambres EU Projects Finance Manager.

They will assist with:

- supporting the project team leader with the preparation of the project budget, possible budget amendments or addenda;
- Supporting the project team with the financial preparation, implementation and reporting of the main activities;
- Contribute to procurement processes together with the project team;
- Collect, pre-check project related invoices from service providers and send them to accounting;
- Collect and document supporting documents for project expenses in the relevant electronic project folders;
- Participate in the invoice approval process;
- Compile the financial project reports to be submitted to the contracting authority;
- Monitor the beneficiaries' financial reporting (checking financial reports, invoices, supporting documents, make sure beneficiaries report on time...);
- Assist the EU Projects Finance Manager with the preparation of project financial data for Eurochambres management accounting;
- Participate in project audits.

Requirements:

- Bachelor Degree in accounting/ financial management or minimum 2 years of financial management experience in EU funded projects;
- Strong organisational capacity and the ability to multi-task;
- Strong analytical skills, rigorous approach;
- Excellent spoken and written English and good knowledge of at least one other European language;
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint) and similar tools;
- Ability to work both in a team or autonomously, and to appreciate and follow priorities.

Advantageous:

- Knowledge of BEGAAP;
- Knowledge of Sharepoint and other project management tools.

We offer:

- A challenging international working environment;
- The possibility to grow personally and gain professional experience;

- Indefinite full-time contract;
- Competitive advantages in addition to the remuneration (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays).

How to apply?

Candidates should submit their letter of motivation and CV to job@eurochambres.eu with the subject line “**Junior Financial Project Officer**”. They should also indicate their availability for starting the work. Only pre-selected candidates will be contacted. Please read the requirements carefully, as misaligned applications will be rejected.