

PROJECT FINANCIAL ASSISTANT at EBN

The European Business & Innovation Centre Network (EBN) is recruiting a **Project Financial Assistant** starting **ASAP** to join the EBN Secretariat team.

The candidate will be required to be located in the Brussels office, Av. De Tervuren 168, 1150 Bruxelles.

Work environment

You will join a human-size non-profit organisation that networks entrepreneurship and innovation support organisations in Europe, develops business and innovation support programmes and services, initiates international project implementations and facilitates stakeholder collaborations in Europe and beyond.

The Financial service is a transversal department which implies working with cross-functional teams in a multi-cultural context.

More info about EBN can be found here: <https://www.ebn.eu>.

Job position

As a Project Financial Assistant, you will work closely with the CFO and be responsible for managing the financial aspects of multiple projects. This includes monitoring project budgets, financial reporting, and invoicing. You will be the point of contact for providing financial insights to project managers and stakeholders.

Key Responsibilities

- Gather and organise financial data, such as invoices, receipts, and payment records to ensure accurate and up-to-date information;
- Analyse the financial data to potential risks and opportunities for improvement;
- Assist the CFO to ensure that the project adheres to all relevant financial policies, regulations, and contractual obligations;
- Manage the day-to-day administrative tasks;
- Plan and execute the digital transformation of the financial service in collaboration with the CFO.

Required skills:

- Advanced skills in Microsoft Excel
- Ability to collect, process and analyse data and ability to handle confidential information
- Ability to communicate financial information clearly and concisely

- Strong interpersonal skills and ability to work effectively in a team and with external partners
- Good command of written and spoken English, other languages are a benefit, particularly French

Preferred skills

- Accounting and Finance
- WinBooks

Application process

To apply for this role, please submit your CV and a cover letter outlining your relevant experience by 1 July 2024 at jobs@ebn.eu.

We will review applications and contact shortlisted candidates to arrange interviews. We look forward to hearing from you.