



The voice of blind and partially sighted people in Europe

## Job Description

**Job title:** Finance Officer

**Employer:** European Blind Union (EBU)

**Sector:** non for profit

**Type of contract:** part-time = minimum 17.5h per week.

**Duration:** 1 year contract with the possibility to be converted into an unlimited contract.

**Reports to:** Executive Director

### Main mission:

This post has as its main objective the establishment and pursuit of financial procedures allowing for a smooth running of EBU in financial terms at all levels.

### Responsibilities and duties:

- Reviews existing financial procedures and practice and suggests improvements.
- In cooperation with the European Project Officer and the Office Assistant, oversees the implementation of the agreed procedures.
- Helps to prepare financial documents for the EBU leadership and Executive Director.
- Assists the European Project Officer in preparing the financial project reports as well as the project budgets.
- In cooperation with the European Project Officer and the Office Assistant, follows the process of the annual audit of EBU.
- In cooperation with the Office Assistant, issues and checks invoices and oversees the bank reconciliation.
- Liaises with the Treasurer upon request and helps to prepare governance documents.

### **Qualifications and competencies required:**

- 3 years of professional experience in financial operations; experience in an international and non-profit environment are a strong advantage.
- Fluency in both oral and written English and French are essential.
- A good command of MS Office applications, especially MS Excel.
- Knowledge of the non-profit sector and the disability movement are a strong advantage.
- A track record of following the implementation and creation of budgets.
- A solid understanding of legal, financial and administrative requirements.

### **Interpersonal and soft skills**

- Accuracy and attention to detail.
- Good analytical skills.
- A problem-solving attitude.
- A team player who enjoys working internationally.
- A well-organised person who has excellent time management skills.
- Integrity.

**Last updated: September 2024**