



Service Advert

Finance Officer

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 57 members from 38 countries and its working language is English.

The Network's objective is to create the necessary impetus in Europe to make progress on ensuring a more effective application of European environmental legislation. It promotes the exchange of information and experience, the development and enhancement of environmental regulation and of environmental public authorities and their practitioners. IMPEL has developed into a widely known organisation in the environment field and is mentioned in a number of EU legislative and policy documents.

IMPEL is looking for Financial Administration and Management services. These Services require diligence and trustworthiness, excellent communication and organisational skills, flawless reputation and reliability. Service providers must be flexible and independent to be able to manage their own workload and prioritise competing demands from a multitude of different executives, office holders and other key stakeholders in and outside the network. Attention to detail, efficiency and responsiveness are key attributes that we are looking for.

Services for IMPEL's Financial Administration will include:

Responsibility for managing the network's finances both at the organisational level as on the level of individual programmes and projects. On the project level, this requires excellent collaboration with IMPEL's service providers on project management (PMO), who will be the first responsible to keep project plans tracked and implemented, but also support of IMPEL's Audit and Evaluation Committee and close cooperation with IMPEL's Vice Chair for Administration and Finances (A&F). Specific tasks include:

- 1) Budget Planning - Working closely with the IMPEL Expert Team Leads, Project Leads and the Board, develop budget plans for the IMPEL network informing Grant requests and Work programmes,
- 2) Compliance control with IMPEL's internal financial rules and financially relevant provider contract content,
- 3) Observation of national and international finance and – if possible - GDPR regulation,
- 4) Cost Control – Track and monitor spending across the network's programmes, purchase management (travel fees, project budgets, other) in communication with Vice-Chair A&F, PMO and Project leads,
- 5) Preparation and support of external audits,
- 6) Further development and control of reimbursement regulation and its application, internal auditing and financial risk management,
- 7) Timely and accurate financial reporting to support IMPEL Executive's effective decision making,
- 8) Coordinating with other Compliance networks as necessary and collaborating with the budgetary units in the European Commission and negotiation with the local tax office.
- 9) Record Management – ensure that all files and documents related to the finances and the reporting of projects are stored in an accurate and orderly manner,
- 10) Financial on-track and delivery control of projects and respective feed-back to PMO and project leads,
- 11) Manage financial information requests from network experts promptly and accurately,
- 12) Carry out simple book keeping activities such as paying invoices, preparing invoices to IMPEL's member organisations, liaise with IMPEL's accountant and work on VAT duty clarification;
- 13) any administrative work directly related to the fulfilment of the abovementioned duties.



Conditions

The offered service contract will initially be commencing on January the 1st, 2025, and is planned to end on 31st December 2027. However, the network is seeking continued service in this field. The estimated time for this service is 70 working days per year (to be defined).

As IMPEL's administrative and financial workload varies considerably over the year, the service provider must be able and willing to balance service times of high demand in late spring/early summer and autumn/early winter with times of low demand at the beginning of the year and over the summer. As work will be carried out from own individual workplaces, service providers in the IMPEL Secretariat must proactively coordinate with each other and seek necessary coordination from the Board.

Payment will be based on typical local pay at the place of service and on personal experience; qualified quotes are welcome. The services should be provided remotely from an own place of work, liaising with the Board, Expert Team Leads and other service providers as necessary.

For more information on the position please contact: Florije Kqiku florijekqiku@impel.eu

To apply, please send your Curriculum Vitae and a short letter of motivation explaining your suitability for the role and email to the abovementioned address by 17:00CET on 31st October 2024. Shortlisted applicants will be informed by the 4th of November; teleconference interviews with those shortlisted will be conducted shortly after this date.

Requirements & Skills

- 1) Bachelor or Master Degree.
- 2) A current / active background in financial management
- 3) Experience in coordinating services and quality management, enthusiasm for collaborative and open communication with different kinds of stakeholders and counterparts
- 4) Ability to work independently, prioritise own workload and manage competing demands to ensure tasks are completed on time and to a high standard
- 5) Excellent organisational skills & high attention to detail
- 6) Excellent communication and presentation skills, including very good level of English, written and oral
- 7) Experienced user of main software tools (Outlook, Word, Excel, PowerPoint, MS Dynamics or comparable)
- 8) Experience in bookkeeping procedures and processes

Desirable

- 1) Experience of internal and/or external audit procedures
- 2) Experiences in EU or comparable grant planning and reporting
- 3) Written and spoken knowledge of additional EU official language(s)
- 4) Experience of working internationally
- 5) Experience in GDPR compliance control
- 6) Experience in financial HR management support
- 7) Knowledge of IMPEL financial processes