



European Union Network for the Implementation  
and Enforcement of Environmental Law

## Assignment Advert

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### *Finance Officer*

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of the 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 55 members from 36 countries and its working language is English.

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

The Secretariat provides high quality support to all areas of the network and as such the Finance Officer must have excellent communication and organisational skills to ensure the network functions effectively and continues to uphold the network's reputation. They must be flexible and independent to be able to manage their own workload and prioritise highly competing demands from a multitude of different project managers and Board members. The Finance Officer will have significant responsibility placed upon them so we are looking for a diligent and trustworthy individual.

The Finance Officer will work closely with the other members of the Secretariat and will report to the Secretariat Manager. They must build very good links with IMPEL national coordinators and project managers.

A significant part of the role involves simple bookkeeping (paying invoices for example), but also more advanced tasks such budget planning, budget reconciliation and cost control activities. Another core part of the role concerns project reporting, specifically to project donors. Working with project managers and the Secretariat Manager, the Finance Officer will prepare key reports that chart progress against project plans. Attention to detail, efficiency and responsiveness are key attributes that we are looking for.

### **Conditions**

This full time position is temporary, commencing on the 01 April 2019 until the 31 December 2020. Range €35-45,000 pa gross, dependent on experience. <sup>[L]</sup><sub>[SEP]</sub>The successful applicant will operate remotely from their own place of work liaising with the other members of the Secretariat on a daily basis. <sup>[L]</sup><sub>[SEP]</sub>For more information on the position please contact: Michael Nicholson, Secretariat Manager, <sup>[L]</sup><sub>[SEP]</sub>Tel: 0044 (0) 2032897442. [<sup>\[L\]</sup><sub>\[SEP\]</sub>michael.nicholson@impel.eu](mailto:michael.nicholson@impel.eu)

To apply, please send a Curriculum Vitae and short covering letter explaining your suitability for the role and email to Michael Nicholson by the **22 March 2019**. Shortlisted applicants will be informed by the 29 March 2019. Face to face or Skype interviews with those shortlisted will be conducted in the week commencing 08 April 2019. Unfortunately due to the volume of applications received we are not able to respond to all unsuccessful applications.



## Role specification

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### *Finance Officer*

#### Responsibilities

As IMPEL's Finance Officer, you will be responsible for managing the network's finances both at the organisational level but you will also support individual programme and project managers in understanding and tracking their budgets too. Your specific tasks include:

- 1) Bookkeeping – Carry out simple book keeping activities such as paying invoices, preparing invoices to IMPEL's member organisations & liaise with IMPEL's accountant
- 2) Budget Planning - Working closely with the IMPEL Secretariat Manager, develop budget plans for the IMPEL network and programmes of projects
- 3) Cost Control – Track and monitor spending across the network's programmes
- 4) Reporting – Produce timely and accurate reports for high-level managers for effective decision making
- 5) Responsiveness – Manage requests for information from various members of the network promptly and accurately
- 6) 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.

#### Requirements & Skills

- 1) A current / active background in financial management of programmes and projects
- 2) Ability to work independently, prioritise own workload and manage competing demands to ensure tasks are completed on time and to a high standard
- 3) Excellent organisational skills & high attention to detail
- 4) Experience of simple bookkeeping procedures and processes
- 5) Excellent communication and presentation skills, including very good level of English, written and oral
- 6) Experienced user of main software tools (Outlook, Word, Excel, PowerPoint, etc.)
- 7) Bachelor Degree.

#### Desirable

- 1) Experience of internal and external audit procedures will be viewed favourably
- 2) Written and spoken knowledge of additional EU official language(s) is an advantage
- 3) Experience of working internationally. Working with IMPEL, other European / International networks and/or the European Commission is a strong advantage.