



European Union Network for the Implementation
and Enforcement of Environmental Law

Service Advert

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 56 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.

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 highly competing demands from a multitude of different project managers and executives. Close cooperation with other service providers, Board, Expert Team Leads and project leads as well as regular reporting is required.

The Service required would span from simple bookkeeping (paying invoices) to budget planning, budget reconciliation and cost control and risk management activities. External financial project reporting, specifically to project donors, and preparation of external audits should be carried out in collaboration with project management and strategic administrative support services. Working with project managers and Expert Team Leaders, key reports should chart progress against project plans. Attention to detail, efficiency and responsiveness are key attributes that we are looking for.

Conditions

The offered service contract will initially be commencing as agreed and end on 31 December 2021; however, the network is seeking continued service in this field. The estimated time for this service is 100 working days per year. 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: Kristina Rabe <kristina.rabe@bmu.bund.de>.

To apply, please send your Curriculum Vitae and a short letter of motivation explaining your suitability for the role and email to Marco.Falconi@impel.eu until 22.10. 2020. Shortlisted applicants will be informed by the 23rd of October 2020; teleconference interviews with those shortlisted will be conducted in the week commencing 26th of October 2020.



Role specification

Finance Officer

Responsibilities

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 service providers on project management, who will be the first responsible to keep project budgets tracked and implemented. 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 national and international finance legislation
- 3) Cost Control – Track and monitor spending across the network's programmes, purchase management (travel fees, project budgets, other IMPEL commitments) in communication with Vice-Chairs and Project leads
- 4) Preparation and support of external audits
- 5) Further development and control of reimbursement regulation and its application, internal auditing and risk management
- 6) Reporting – Produce timely and accurate financial reports to support IMPEL Executive's effective decision making, coordinating with budgetary units in the European Commission and the Board
- 7) 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
- 8) Financial on-track and delivery control of projects
- 9) Responsiveness – Manage requests for information from various members of the network promptly and accurately
- 10) Bookkeeping – Carry out simple book keeping activities such as paying invoices, preparing invoices to IMPEL's member organisations & liaise with IMPEL's accountant

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.