

The EPP is the biggest and most influential European political family. The EPP currently includes 84 parties and partners, from 44 countries. More information on: www.epp.eu

For our Brussels-based Headquarters, we are currently looking for a:

FINANCE & ADMINISTRATIVE ASSISTANT

Tasks:

- Assisting in processing invoices, payments, and receivables
- Monitoring financial transactions and reconciling bank statements
- Administration membership & participation fees EPP member parties
- Ensure control and compliance with EU financial regulations and applicable national legislation
- Assisting with month end procedures and preparation of financial reports and audits
- Assisting with annual budget preparations
- Assisting in tendering procedures and purchase orders
- Dealing with supplier and member party related queries
- Document, records and inventory management

Requirements:

- Education:
 - Bachelor or Post-secondary education attested by a diploma or
 - Secondary education, attested by a diploma giving access to post-secondary education and appropriate professional experience of at least 3 years
- Experience in financial administration
- Brilliant command of Excel
- Excellent attention to details along with great administrative, organization, analytical and numerical skills
- Fluent in English, both spoken and written (knowledge of French will be considered as an asset)
- Ability to work independently but also as part of a team

Conditions of employment:

Working contract is under Belgian Law.

EPP pays a competitive salary according to Belgian legislation and Social Security.

Additional benefits will be provided in the package.

Starting date: as soon as possible

Duration contract: 1 year fixed term contract, with possible transformation to open ended contract.

Submission of application: applicants should send a detailed CV and a cover letter by e-mail to applications@epp.eu

Deadline for submitting applications: 19 May 2024

Please note that only shortlisted applicants will be contacted.