

# Financial Advisor | EU

## Programmes – A1

The aim of a job description is not to provide an exhaustive list of tasks in detail, but to state the main characteristic and essential elements of the job.

The job description defines the tasks, activities and skills for a given job or position.

This definition is never static but is rather a tool that needs to keep pace with changes in the profession.

The job description covers the majority of the activities but is not an exhaustive list.

### General grade-related description

#### Generic activities

##### Agency strategy (development, adaptation and monitoring)

- Implement and participate in the development of the Agency's principles and values.

##### Human resources

- Pass on knowledge and skills relating to the performance of departmental tasks, assist colleagues in the performance of these tasks and act as a contact person for them.
- Participate in building and maintaining a friendly, cooperative and respectful work environment.
- Prioritise and organise work according to instructions and deadlines.

##### Performance and risk management

- Contribute to the smooth running of the Agency by providing high-quality services and a high level of collaboration.
- Ensure that administrative follow-up of dossiers is carried out.
- Provide analysis about information/situations/contexts/etc.
- Monitor process/project milestones and ensure compliance with the original plan.
- Write and present notes, reports and minutes on the progress of ongoing projects/processes.
- Make suggestions for improving work.
- Identify and report any problems related to the execution of the role's tasks and propose solutions.

## Organisation and cross-cutting tasks

- Animate and unite participants/colleagues/stakeholders around a project.
- Play an active role in co-creation processes.
- Contribute to the Agency's quantitative and qualitative results.

## Processes and systems

- Respect and participate in the development of the Agency's business processes and procedures.
- Respect costs in the various phases of processes/projects, honouring the good use of public money.
- Respect workplace well-being obligations.
- Respect the Agency's rules of governance (management tools, procedures, etc.).

## Attitudes and behaviour

- Continuous improvement
- Team spirit
- Autonomy
- Results- and solutions-oriented
- Exemplarity and ethics
- Play an active role in change processes
- Proactive
- Customer-focused
- Demonstrate initiative to achieve the position's objectives

## Specific description related to the position

### Tasks involved with the position

The Financial Advisor – EU Programmes is responsible for the administrative and budgetary management of European projects coordinated by the I<sup>2</sup> BU. They also contribute to the financial management of European projects in which **hub.brussels** is a partner, and work closely with the Finance BU to ensure compliance, reliability and optimisation of financial processes.

They work in close coordination with the I<sup>2</sup> BU and Finance BU teams, as well as with all relevant partners and contacts, both inside and outside hub.brussels.

In the context of the **European Union's Multiannual Financial Framework (MFF) 2021-2027** and the preparation of the next programming period (2028-2035), the role is focused on three main components.

## **1. Administrative and financial management of European projects coordinated by hub.brussels and their successor projects:**

- Contribute to the preparation of administrative and financial documents for projects, e.g. Consortium Agreements, Grant Agreements, Amendments.
- Monitor budget forecasts and project expenditure (direct HR costs and action costs), integrate risk management and propose adjustments where necessary.
- Participate and contribute to the preparation of the administrative and financial aspects of consortium meetings.
- Prepare and submit financial reports to the Granting Authority (the European Commission or its agencies), including partners' financial reports.
- Provide information and guidance to consortium partners on the financial aspects of the Grant Agreement, e.g. monitoring & reporting of their expenses, cost eligibility rules.
- Prepare the necessary financial reports and supporting documents for internal and external audits.

## **2. Support for the management of European projects in which hub.brussels is a partner**

- Contribute to the budgetary monitoring of ongoing projects, in collaboration with I<sup>2</sup> BU and Finance BU project managers.
- Contribute to the administrative and financial preparation of new project proposals under calls from various programmes (e.g. Digital Europe, Horizon Europe, Single Market Programme and their successive programmes), initiated by the I<sup>2</sup> team.
- Share best practices in financial management of European projects with the I<sup>2</sup> team and, where appropriate, internal or external partners as part of their network activities.

## **3. Support for the activities of the hub.brussels Finance BU: tasks may vary in intensity depending on working time**

- Coordinate the monitoring and documentation of the I<sup>2</sup> BU's European projects.
- Produce recurring or ad hoc analyses and reports based on financial reporting data or other financial sources.
- Contribute to the improvement of internal procedures relating to the financial management of European projects managed by the European Commission.

## **Position within the organisation**

By accepting the position of European Advisor, at the grade of Attaché, you will join the I<sup>2</sup> unit (Internationalisation & Innovation) within the IDD department (International Development Department) which comprises 3 units: I<sup>2</sup>, Invest and Export.

I<sup>2</sup> has 2 main missions:

- NCP Brussels, the National Contact Point in the Brussels-Capital Region (BCR) for the Horizon Europe and Digital Europe programmes, aims to increase Brussels' participation in these programmes;
- EEB - Enterprise Europe Brussels, the BCR branch of the Enterprise Europe Network, aims to provide information, guidance and support to clients in their international development, through technological partnerships, sustainability, innovation and digitalisation.

The I<sup>2</sup> team is made up of 10 advisors. It is supported by 2 assistants and managed by the 2 Heads of this BU: one coordinating the NCP Brussels mission and the other the EEB mission.

Within this team, you will work in synergy with the advisors involved in coordinating or managing European projects.

I<sup>2</sup> works closely with the agency's other departments and contributes to its various cross-cutting projects (Economic Transition, CRM, etc.).

## Entry profile

### Exclusive criteria

- **You have a Master's degree**, preferably in the field of economics (Economics, Management, etc.).
- **If you obtained your diploma abroad, please send us its equivalence recognised by one of the communities of the Belgian State.**
- **You have 3 years' professional experience in financial management acquired through the management of European projects funded by Horizon Europe or the Digital Europe Programme, and you are familiar with their cost eligibility rules.**
- **You are proficient in at least one of the two official languages (French/Dutch) with a willingness to learn the second.**
- **You are proficient in English**, the language used in contractual documents and written and oral interactions between consortium members.

### Additional criteria

- Knowledge of project funding programmes managed directly by the European Commission, in particular Horizon Europe, Digital Europe, and the Single Market Programme.
- Ability to manage all administrative and financial aspects related to coordinating or participating in European projects, at all stages of the project lifecycle: proposal preparation, budget execution, follow-up, monitoring and audit preparation.
- Ability to fulfil budget commitments of a portfolio of European projects, ensure financial monitoring, identify and manage risks, and propose appropriate adjustments.
- Ability to translate, simplify and explain budgetary and financial processes to internal and external stakeholders, whether financial or non-financial.
- Proficiency in Microsoft Excel applied to financial monitoring and analysis.

- Thorough knowledge and proven experience in finance.
- Competence in public finance; knowledge of the Public Finance Code (Code des Finances Publiques – CFP) is an advantage.

## Conditions

- A permanent contract funded by European funds, part-time (80%) with the possibility of extension to full-time.
- A gross salary according to the grade A101 ABE scales.
- A 13th monthly payment and a holiday bonus.
- Competitive fringe benefits (meal vouchers, 35 days' holiday, bilingualism benefit, hospitalisation insurance, etc.).
- A multi-faceted and varied work environment.
- A pleasant and easily accessible place to work.
- Work-life balance thanks to remote working and flexible hours.