



Senior Finance Officer

Reporting to: Head of Operations & Governance

Location: Brussels

Starting date: as soon as possible

Status: Contrat à durée indéterminée (CDI)

Working language: English

Initial Application deadline: 6 January 2025 (although interviews will start before that date)

Experience: 5+ years

- Are you dynamic, organised and ambitious?
- Are you interested in budgeting, finance and operations?
- Do you want to contribute to a critical public health mission for Europe?
- Then the European Cancer Organisation (ECO) could be looking for you!

In this full-time role, based in Brussels, as Senior Finance Officer you will work directly with the Chief Executive, Head of Operations & Governance, Finance Assistant and our external accountants. The organisation implements multiple EU-funded projects aimed to reduce the burden of cancer, improve outcomes and the quality of care for cancer patients, through multidisciplinary and multiprofessionalism.

Effective financial management is critical to ensuring compliance with EU regulations, donor requirements, and the organisation's internal policies.

The ability to be proactive, adaptable, and dedicated to the needs of the organisation and the goals of the team will lay the groundwork for success.

Our working language is English. Candidates must already have the right to work in the EU and already be physically based in Brussels. The selected candidate will report to the Head of Operations & Governance with specific tasks assigned by the Chief Executive.

About the Organisation

The European Cancer Organisation (ECO) is a not-for-profit federation of 41 Member Societies working in fighting cancer across the continent, together with 21 European Patient Advisory Committee members through 9 Focused Topic Networks.

We bring together patients, oncology professionals and public health experts to propose new policies, advocate change and be the united voice of the European cancer community.



What You'll Do

The successful candidate will play a critical role in verifying accounting records, tracking income, and maintaining a transparent financial framework to support the achievement of organisational and project objectives. They will oversee the overall financial management of the organisation and EU-funded projects, ensuring compliance with EU and organisational policies while optimising resource allocation.

Responsibilities include, but are not limited to:

FINANCE, ACCOUNTING & AUDITING

- Verify the accuracy and completeness of accounting records, ensuring all transactions are correctly recorded and supported by appropriate documentation
- Conduct periodic reconciliations of accounts to ensure alignment between internal records and bank statements
- Track and monitor income from various funding streams, ensuring timely recognition and allocation of revenue
- Reconcile income records with donor disbursements and ensure all funds are accounted for accurately
- Work with the Operations & Systems Manager to track budget elements and process payments
- Prepare and maintain detailed records of receivables and follow-up on delayed payments
- Oversee all financial transactions including those related to EU projects, ensuring accuracy, transparency, and compliance with EU regulations and organisational policies
- Prepare the financial information, fill in the EU Financial Reports. Include the information on the EU platform
- Maintain updated knowledge of EU financial guidelines and integrate them into project processes
- Conduct periodic reviews and participate in annual audits to ensure adherence with local and donor requirements
- Consolidate the accounting information and transpose it into actuals. Include the actuals information in the "Budget" table monthly
- Identify and mitigate financial risks related to project implementation

OFFICE

- Manage registration payments for the European Cancer Summit
- Organise file archives, office supplies and equipment
- Engage in other duties and responsibilities assigned by the Chief Executive and/or Operations & Systems Manager



General Skill Specifications

We are seeking a dedicated Senior Finance Officer with a strong commitment to providing financial and organisational support with experience in managing EU Project finances.

Proficiency in computer and internet use is vital, with demonstrated experience in utilising Microsoft Office tools such as Excel, Outlook, PowerPoint, Teams and Word. Fluency in written and spoken English is imperative, and proficiency in additional European languages will be considered an advantage.

The ideal candidate will be flexible and adaptable, willing to embrace additional tasks and responsibilities as delegated by the CEO and the Operations & Systems Manager and contribute positively to the team dynamic.

In this supportive role, the ability to be proactive, adaptable, and dedicated to the needs of the projects and the goals of the team will lay the groundwork for success.

The Role Requires

- At least 5 years of experience in financial management, with at least 3 years in EU-funded projects
- Strong knowledge of EU financial regulations and compliance requirements
- Proficiency in accounting software (e.g. WinBooks) and advanced Excel skills
- Proven experience in financial planning, reporting and risk management
- Demonstrated expertise in income tracking and accounting verification
- An aptitude to maintaining calm when faced with unforeseen circumstances
- An ability to manage complexity
- Being able to maintain a professional and friendly attitude, keeping the reputation of the European Cancer Organisation in consideration at all times
- Strong organisational, communication and inter-personal skills with effective and efficient writing skills in English (native or near-native level)
- Ability to problem solve, think critically and have clear attention to detail
- High level of discretion to maintain confidentiality of information

The role offers the successful candidate

- Satisfaction from the creation and implementation of change-making European wide projects that make tangible improving change to the lives of cancer patients and their families
- Experience in the public health sector, with the delivery of the EU Cancer Mission and Beating Cancer Plan at the top of the EU's agenda



- Opportunity to work closely with top level experts and management
- Experience with varied angles and perspectives of the inter-workings of a not-for-profit organisation
- Opportunity to be able to liaise directly with top-level stakeholders from EU institutions
- Opportunity for strong professional and personal growth in a mentoring office environment

Application

Interested applicants must have the right to work in the EU and be already physically based in Brussels. They will have fully completed their studies as the role will be demanding and time consuming.

Please send a CV and cover letter (maximum 2 pages of A4), together with details of your current salary and earliest starting date (giving details of any required notice period) by email to jobs@europeancancer.org with the subject "Senior Finance Officer - [Candidate Name]".

Application deadline: 6 January 2025 noting that interviews will commence and an offer made as soon as suitable applicants are identified. Therefore, we encourage interested applicants to submit their application as soon as possible.

Although the receipt of each application will be automatically acknowledged, unfortunately we can only follow-up with applicants that reach the first interview stage.

Applicants should be aware that the selection process may require completion of an assignment to test your ability to work in the software required for this role.