

Job opening: Project Financial Analyst

Impact Europe is the investing for impact network. We gather capital providers (impact funds, foundations, corporate social investors, banks, public funders) to increase prosperity and social progress for all, fix inequalities and injustices and preserve the planet. Together, we rally people, capital and knowledge to accelerate, scale and safeguard impact.

Making more capital impact capital

We mobilise resources and ensure impact capital is deployed with maximum effectiveness – because our greatest challenges for people and planet won't stand for half measures.

Making more people impact people

If you're impact, you're in – and we can set you up for success. We work to accelerate, scale and safeguard impact as new actors enter the impact finance space.

Taking collective impact action

The silo-breaker.
The partnership maker.
The collaborator.
The missing piece of the impact puzzle finder.
We are all of the above.

Taking impact wider and higher

We're building an expansive and harmonious global impact ecosystem, setting up new markets in eastern Europe, Middle East and north Africa. Our EU policy work presses for a thriving and inclusive impact market.

Making impact history: In 20 years we went from eight to 300 members strong. We built a unique data hub for the impact space, trained 1,000+ impact champions, produced standard-setting and bar-raising guidelines on investing for impact and impact measurement and management. We established a strategic presence in the EU policy sphere and play a vital role in global impact collaborations on data and strategy.

Learn more at [impacteurope.net](https://www.impacteurope.net).



Job Description : Project Financial Analyst

As a Project Financial Analyst, you will manage the financials and budget of European Commission programs taking place in Neighbouring regions (Middle East and North Africa, Eastern Europe or Western Balkans). The selection of the program will be agreed upon in collaboration with the Project Financial Manager. You will act as a link between the financial teams of the local partners, the project team, and the Impact Europe Finance Team.

Roles & Responsibilities

- 1. You will work closely with the Market Building Manager and the financial teams of the local partners, verifying financial evidence and following up on financial reporting in accordance with EU and other regulations.**
 - a. You are familiar with and up to date on necessary EU regulations regarding financial reporting.
 - b. You collect and organize financial files, reports, timesheets, and invoices for the projects in accordance with EU regulations and Impact Europe's internal financial and other policies.
 - c. You utilize spreadsheets to track budgets, dates, and other information in cooperation with the Project Team and the Finance Team, ensuring that all the documents and evidence are correctly and promptly collected and stored in our internal online repository
 - d. You create internal reports to align with Impact Europe's budgeting and financial planning.

- 2. You will coordinate activities for the selected program and prepare and present relevant financial information**
 - a. You participate in regular Project Team meetings and ensure timely follow up on the implementation of the project plan.
 - b. You ensure that all documentation is properly organized and collected as evidence in accordance with internal policies and procedures.
 - c. You communicate regularly with the financial teams of our local partners and the Impact Europe Finance Team to coordinate reporting and evidence collection of the projects and other needed documents.

- 3. Liaison with other Impact Europe team members regarding the reporting and evidence collection of the selected project and other activities.**

- 4. Within the framework of the selected program, you will work in a multicultural environment across Europe and the regions navigating different currencies, legal aspects, and regulations .**

Skills & Qualities

- Excellent **organisational skills**, detail oriented, consistent, quick, and responsive learner
- Experience in handling financials and reporting requirements in EU funded multinational projects, following EU reporting regulations and evidence collection.
- Experience in implementing **EU funded projects** would be an asset.
- Ability and experience in planning activities, building schedules and following up on their timely implementation.
- Ability to manage and process **financial data** in different currencies, and languages.
- **Excellent communication skills** :
 - Excellent knowledge of English both written and oral
- Comfortable with prioritising multiple competing tasks and responsibilities in a dynamic environment.
- A passion for venture philanthropy, social venture financing or social entrepreneurship, along with an interest in policy related issues is an advantage.
- Bachelor's or Master's degree in accounting, finance, economics or related field is an asset.
- Minimum of 5 years of relevant work experience.
- Proficient with MS Office Excel and other online tools like Dropbox, Google drive, and time-tracking systems.
- Willingness to travel 2-3 times per year.

What we offer

- A competitive salary package: includes a 13th-month salary, holiday pay, transportation and lump sum allowance, and meal vouchers)
- Full-time position (open to part time 80%)
- Hybrid setup allowing work from our Brussels office or remotely.
- Flexible working hours and a work from home policy
- Extra days off beyond standard vacation time
- Budget for professional training and personal development
- Group health and pension insurance along with professional and private travel insurance
- A friendly and open working atmosphere
- Open to freelance arrangements

More information and how to apply:

Please visit [our website](#), [impact stories](#) and our [LinkedIn profile](#).

Interested in applying? Please send your resumé with a cover letter to recruitment@impacteurope.net

Applications will be reviewed on a rolling basis so we strongly encourage early applications. The application **deadline September 6th 2024**. Only qualified candidates will be contacted for interviews. If you do not hear from us within two weeks of the closing date please presume your application has not been retained on this occasion.

Impact Europe is an equal opportunity employer. We celebrate and practise diversity in all its forms and are committed to creating an inclusive environment for all of our employees.