

## European Roundtable on Climate Change and Sustainable Transition Finance Assistant Brussels, Belgium

The European Roundtable on Climate Change and Sustainable Transition (ERCST) is seeking a Finance Assistant to join its team in Brussels starting as soon as possible.

### Key Responsibilities

- Be part of the ERCST team managing projects and donors
- Develop new project applications and budget proposals
- Manage financial grants, monitoring and reporting (drafting project financial reports, gathering and verifying supporting documents such as timesheets, salary slips, invoices, verifying payments, etc.)
- Ensure compliance with donors' financial rules, procedures and reporting deadlines
- Support project-level audits and follow-up
- Develop financial procedures, templates and new project management tools
- Contribute to budgeting, annual accounts and audit work
- Provide support to the director of the European Roundtable on Climate Change and Sustainable Transition

### Requirements

- Bachelor's degree in finance or book-keeping
- Excellent written and spoken English - proficiency in other languages will be considered an advantage
- Knowledge of MS Office and advanced Excel skills
- Strong analytical and organizational skills
- Ability to work independently
- Be authorized to work and live in Belgium.

### Desired

- Knowledge of French
- Experience in an international and/or environmental organisation
- Experience with audits
- Be well-organized and able to pay attention to detail
- Ability to work in a demanding environment, take initiative and solve problems while under pressure
- Ability to prioritise and work with several projects at the same time

**Start date:** interviews start as applications are received. Work will start as soon as possible after a suitable candidate is found.

**Compensation:** Competitive, depending on the level of experience and background of the candidate.

**Workplace:** ERCST offices, Brussels.

If you are interested, please send your CV and a cover letter to the attention of Andrei Marcu to [ercst@ercst.org](mailto:ercst@ercst.org). Please write "*Finance Assistant January 2023 – first name last name*" in the subject line.

**The deadline for applications is 3<sup>rd</sup> February 2023.**