



**Local & Regional
Europe**

Application pack

For the position of

Project Officer – Administration and Finance

- Do you want to help strengthen the voice of the European Towns and Regions?
- Do you want to be part of a collaborative team where your competencies will be highly useful?
- Do you want to embrace administrative work in order to fulfil ambitious projects?

... then becoming a **Project Officer – Administration and Finance** at CEMR may be your best choice!

Founded in 1951, the Council of European Municipalities and Regions (CEMR) ensures that the interests of local governments and their citizens are taken into account in European policy-making. Therefore, we are currently hiring a **Project Officer – Administration and Finance** to work in Brussels.

Your mission

With your team and partners, you will provide broad administrative support mainly to CEMR projects.

After a handover period,

- You will share and apply the project guidelines with the partners in order to get all necessary documents to process the project's expenses and follow the budget;
- You will verify all financial receipts and communicate accordingly with partners. You will prepare payments and reimbursement according to the CEMR and donors' rules;
- You will prepare all necessary information and documents for the audit process. You will assist the Senior Project Officer – Administration and Finance with budget follow ups and amendments;
- You will be in charge of project's logistics for the organization of internal and external meetings (travel, hotels, catering);
- You will carry out some office management tasks when needed.

You will report to the CEMR Director - Administration and Finance.

Your profile

- You have a degree in administrative studies or equivalent by experience;
- You have ideally a minimum of 3 years of experience in office administration functions;
- You are perfectly bilingual English-French (both spoken and written skills) and a good Excel user;
- You experiment a true work pleasure by delivering a rigorous administrative work. You are keen at working with figures. You are not afraid to process a great number of documents;
- You communicate easily regarding the tasks at hand with partners;
- On the human side, you are a positive, accountable and tenacious person; You enjoy being in contact with partners as you have strong interpersonal skills;
- You are willing to travel, if necessary, in Europe and/or Africa, about 2 or 3 times per year.

We offer

- An open, international and flexible work environment;
- An attractive salary package with extra-legal advantages;
- A valuable experience with the European Commission;
- A 2 years contract with possibility of extension;
- A modern and well-situated office in the European Quarter nearby Luxembourg Brussels Station.

Wishing to join us?

We are looking forward to meeting you! Send your CV and application letter (one document in French, the other one in English) telling us about your motivations and interests to application@cce-cemr.org before 23h59 - 10 February 2019. Please put **Project Officer – Administration and Finance** in the title of the email. Job entry will happen preferably before 1 April 2019. Every relevant application will receive an answer. More about us: www.ccre.org

About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 41 European countries. Together these associations represent some 130 000 local and regional governments.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

Moreover, CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

www.cemr.eu
twitter.com/ccreccemr