



Party of European Socialists (PES)

Finance & Compliance Assistant

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 33 full member parties from the 28 EU member and Norway. In addition, there are eleven associate and ten observer parties. Our office is based in Brussels.

The PES is looking for a Finance & Compliance Assistant to support the Financial department. The Finance & Compliance Assistant will act as a liaison assistant between the staff and the financial department and will be fully dedicated to the administrative follow up on our internal procedures and regulations. As well as support with other finance related activities where required.

Job description:

- You will support and follow up on processes and internal rules;
- You will be handling all administrative procedures related to the processes and internal rules;
- You will organize and process the expense claims and handle any questions related to this;
- You will follow up on credit cards statements and related receipts and invoices as well as questions from and to the credit card holders;
- You will be checking purchase requests and invoices and prepare processing for the accountant;
- You will apply relevant policies, compliance requirements and you will assist staff with understanding, operationalizing and adhering to relevant policies and guidelines;
- You will create awareness with staff about the importance of the processes and policies and assist them through the administrative procedures;
- Additional ad-hoc responsibilities and projects may be proposed to you or can be called upon.

Profile:

- You have at least 3 years of relevant professional experience in a role where you combine administrative tasks with compliance task regarding regulations and processes;
- Administrative experience in an international organization is an asset;
- You have good communication skills and judgement, tact and diplomacy, in troubleshooting problems and communicating status;



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Party of European Socialists

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- You are able to communicate with all levels in the organization;
- You have strong numerical skills and you find a real challenge in organizing and developing policies and procedures;
- You have a positive can-do and flexible attitude utilizing integrity and discretion;
- You are a flexible team-player with a high degree of motivation and pro-activeness;
- You have excellent command of English; good command of Dutch and/or French is an asset;
- You have a good command of office IT skills.

Offer:


- The opportunity to work in the context of the European Union in Brussels, in a multicultural and multilingual environment;
- A full-time open-ended contract;
- An attractive salary package, including meal-vouchers, hospitalization insurance, pension fund and full public transport reimbursement;
- Offices located in the heart of the European neighbourhood, very accessible by public transport (Brussels Central Station, Metro Arts-Loi)

How to apply:

Please send your application letter, accompanied by a detailed CV attached to your email to the attention of Mrs. Marije Laffeber, Secretary General. Your application should be submitted by June 10th 2019 at the latest by email to the following address: careers@pes.eu. Mention the following in the subject field of your e-mail: Finance & Compliance Assistant.

The candidate selected should start as soon as possible. The position is on a fulltime basis, working from the PES Secretariat in Brussels.

The PES promotes equal opportunities for women and men.

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