



Job Description: Financial Officer/Expert at the European Inland Waterborne Transport (IWT) Platform

Overview

The Financial Officer holds a key role within the European Inland Waterborne Transport (IWT) Platform, a private foundation operating under the legal and financial regulations of Belgium.

Established in 2018, the European IWT Platform serves as the executive arm for both the European Barge Union (EBU) and the European Skippers' Organization (ESO). In this role, the IWT Platform supports the EU-level advocacy efforts of both organizations and also actively promotes the smart, sustainable, and competitive development of the IWT through targeted initiatives and collaborative projects. Operating through its specialized committees and its Brussels office, the IWT Platform is an active participant in, and contributor to, expert discussions and policy formulation in the domain of inland navigation. It collaborates with a diverse range of governance structures at the EU, regional, and national levels, thereby amplifying its contributions and influence.

The Financial Officer oversees contributions from diverse stakeholders, including EU-funded projects, and other funding sources. The role requires advanced proficiency in English and satisfactory proficiency in either Flemish or French are strongly preferred, along with deep knowledge of Belgian and EU financial laws, working knowledge of Belgian foundation legislation, as well as EU Funding Programmes and procurement rules. The Financial officer plays a critical role in keeping the European IWT - Platform compliant with the applicable financial and legal standards. Qualifications include strong financial and accounting knowledge, experience in budget management, proficiency in accounting software, and exceptional analytical and communication skills, with a focus on attention to detail in compliance and reporting.

Position details

Location: Brussels

Contract Type: Part-time contract (24-30 hours per week)

Start Date: December 2023

Reports to: IWT Platform General Manager

Key Responsibilities

1. Financial Strategy & Management

- a. **Financial Planning:** Create annual and multi-year budgets in alignment with the strategic plans and objectives of the European IWT- Platform.
- b. **Funding Management:** Oversee and manage contributions from the reserve fund, administered by some EU Member States, EU-funded projects, and other alternative funding sources.

- c. **Cash Flow Management:** Monitor cash flow and reserves, ensuring that funds are allocated and used efficiently.
- d. **Risk Assessment:** Conduct financial risk assessments and present mitigation strategies.

2. Compliance & Reporting

- a. **Regulatory Compliance:** Ensure compliance with applicable statutory rules governing the operations of the European IWT-Platform, relevant Belgian financial and legal regulations, as well as relevant EU legislation;
- b. **Financial Reporting:** Prepare quarterly and annual financial statements and reports for internal use and as required by Belgian and relevant EU legislation;
- c. **Audit Coordination:** Facilitate internal and external audits, ensuring that all financial records are in order.

3. Operational Management

- a. **Outsourced Services Oversight:** Manage relationships with external bookkeeping and payroll services. Determine the optimal frequency for engagement and ensure proper documentation.
- b. **Cost Management:** Oversee the invoicing process with the IWT-Platform technical committees and other contractors, ensuring that expenses align with the budget.
- c. **Internal Processes:** Develop, implement and manage effective internal financial processes and controls.

4. Team & Stakeholder Engagement

- a. **Communication:** Effectively communicate financial information to the core team, Board, and technical committees.
- b. **Collaboration:** Work closely with Project managers to align financial management with project and policy initiatives.

Education and Professional Qualifications

- **Education:** Bachelor's Degree in finance, accounting, economics, business studies, or a related field. This should be complemented by relevant certifications.
- **Professional Experience & relevant certification:** At least 3-5 years in roles pertinent to financial services, accounting, or other closely related finance positions, complemented by relevant certification:
- **EU Project Financial Management:** Demonstrated expertise in managing finances for EU-funded projects, particularly those under the Connecting Europe Facility (CEF), Horizon 2020, and Horizon Europe Programs.

Skills

- **Financial insight:** Deep understanding of financial and accounting principles in line with relevant statutory legislation.
- **Regulatory Knowledge:** Comprehensive knowledge of Belgian financial and legal frameworks, as well as pertinent EU financial legislation.
- **Budget Management:** Demonstrated skill in budget oversight and financial forecasting.

- **Software Proficiency:** Expertise in accounting software, enterprise resource planning (ERP) systems, and other pertinent software tools.
- **Belgian Foundation Legislation:** Working knowledge of laws and regulations specific to Belgian foundations.
- **Analytical Expertise:** Exceptional analytical abilities paired with strong communication and presentation skills.
- **Detail-Oriented:** A keen eye for detail, with an emphasis on compliance and accurate reporting.

Language Requirements:

- **Mandatory:** English – Advanced proficiency (C1 level) is a prerequisite, given that English serves as the organization's primary working language.
- **Highly Desirable:** Flemish and/or French – A satisfactory command of both Flemish and French is highly favoured. Proficiency in these languages is crucial for effective business communication, understanding local financial regulations, and ensuring smooth interactions with relevant stakeholders.

Preferred Qualifications:

- **Non-Profit Experience:** Proven experience in a non-profit or foundation setting that operates at the EU level.
- **EU Funding Familiarity:** In-depth understanding of EU Funding programmes and their management requirements, gleaned from past professional roles.
- **EU Project Management:** Demonstrated expertise in handling the financial and administrative facets of EU-funded projects or initiatives.
- **Institutional Experience:** Prior work experience with or within EU institutions, bodies, agencies, or other international or regional organisations.

Reporting Structure

- The Financial Officer will report directly to the IWT Platform General Manager and collaborate closely with both the IWT-Platform core team and the Board of Directors.

We offer you:

- **Position & Duration:** An open-ended, part-time employment contract for 24-30 hours per week, commencing on 01 November 2023, governed by Belgian employment law.
- **Work Flexibility:** Flexible working hours combined with the option for partial home-office work.
- **International Exposure:** An opportunity to be part of a diverse international team based in Brussels.
- **Compensation:** A competitive salary package, which will be tailored based on the candidate's experience and expertise, to be discussed with shortlisted candidates during the recruitment process.



To Apply:

- Interested candidates are invited to apply by sending both their Curriculum Vitae (CV) and a motivation/cover letter detailing their relevant experience and explaining their interest in the position.

Please send your complete application to: jobs@inlandwaterwaytransport.eu.