

## VACANCY

JRS Europe –Regional Finance Officer for the Ukraine emergency response

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### Organisational Context

Jesuit Refugee Service (JRS) Europe is an international Catholic organisation. Its mission is to accompany, to serve and to advocate for refugees and forcibly displaced people. The JRS Europe team in Brussels shares this mission by engaging in policy and advocacy work, project management, fundraising, communication and coordination.

JRS-Europe coordinates the Ukraine emergency response by JRS Country offices, Provinces and works of the Society of Jesus, who support forcibly displaced people inside Ukraine (UA), and Ukrainian refugees in their integration in neighbouring countries (RO, PL, HU, SK, MV) and in other European countries where refugees arrive due to secondary movements. Priority areas of intervention include emergency assistance, shelter, distribution of food/non-food-items, protection, health, mental health & psychosocial support, education and livelihoods.

The JRS Europe Regional Office coordinates the Ukraine emergency response together with Xavier Network. The Brussels-based regional team of JRS-Europe includes twelve permanent staff members and volunteers.

The JRS Europe Regional Office has working relations with funding agencies, including public and private donors.

### Operational Context

The JRS Europe Finance Officer for the Ukraine emergency response collaborates with the Ukraine Project Officer, the Regional Programmes Coordinator and the Regional Finance Coordinator, as well as engages with the local office teams in the respective countries (UA, RO, PL, HU, SK, MV) in proposing and implementing a regional financial strategy for this specific project in support of Ukrainian refugees and IDPs. The UA Finance Officer will have specific responsibilities regarding JRS Europe Ukraine's project on internal financial monitoring, periodic finance reports for donors, and preparation of documentation for balance closure/ project audit.

S/he comes with sound analytical skills and a creative mindset and is in tune with JRS mission and way of working. The UA Finance Officer engages with fellow team members in the Brussels Regional Office, as well as JRS national offices' teams in working towards a common vision. S/he comes with good networking skills and is available to travel to JRS national offices to assist them.

## Key Responsibilities

The UA Finance Officer reports to the Regional Director of JRS-Europe and will be responsible for the following tasks:

### Finance Controlling:

- Responsible for the financial and analytical accounting system used to monitor the UA emergency response, including tracing of income, cash advances to partners, monitoring of expenses through analytical accounting. Knowledge of the CRM-Software Navision or similar is considered as a plus.
- Consolidate and produce bi-annual internal budget versus actual reports with explanations based on the project budget, in cooperation with the UA Regional Project Officer.
- Responsible for the preparation of budgets, and the annual closing of UA project accounts, for the purpose of Balance Cloture and external audit, in close cooperation with JRS-Europe Accounting and Finance Manager.
- Financial controlling of the Ukraine project in close cooperation with the specific JRS country offices and other partners involved.
- Review interim and final financial reports by JRS country offices and other partners for the common Ukraine project, by verifying the required financial supporting documents according to donor requirements.
- Issue timely financial reports in close cooperation with JRS Programmes and Fundraising Coordination, to funding agencies according to agreements and contracts.
- Evaluate the implementation of Donors' financial policies and procedures (including procurements) and recommend improvements.
- Capacity building with JRS Country offices and other partners on the financial aspects of the Ukraine project.
- Missions to meet cooperation partners Xavier Network, JRS Country offices and other partners to assure a close coordination.

### Administrative tasks:

- Filling of documents and electronic data and ensuring safe storage in compliance with GDPR.
- Budgeting and administrative support for meetings and missions related to the Ukraine emergency response.

## Qualifications and Experience

The post-holder will have the following essential experiences, skills, knowledge, and abilities:

- Permission to work in Belgium.
- University studies in accounting, finance, business administration or equivalent.
- Proven experience and substantive understanding of NGO budgeting, accounting, and reporting.
- Proficiency and competences in handling finance software.
- Proven experience in managing private donations and grants, with a special focus on grants by agencies.

- Knowledge of and ability to work with donor management systems and in compliance with data protection legislation. Knowledge of the software Navision or similar is considered as a plus.
- Ability to work effectively in a cross-cultural environment with a multi-national staff.
- Excellent interpersonal, communication and presentation skills.
- A positive, constructive attitude to handle challenges, solve problems and identify opportunities.
- Ability to manage several tasks simultaneously in a busy office environment and to meet deadlines.
- Availability to travel to country offices in Europe.

### **Core Values and Ethics**

- Enthusiasm for the mission of JRS and willingness to advocate based on the JRS mission and vision.
- High integrity and honesty.
- Field experience in working with refugees, migrants or vulnerable social groups is highly valued.
- Previous professional experience with a faith-based organization is an asset.

### **Language**

- Ability to speak and write fluently in English.
- Working knowledge of additional European languages from Ukraine, neighbouring countries is highly valued.

### **Terms of appointment**

- This is a full-time position (38 hours per week).
- This is a contract of determined duration of 1 year with optional prolongation, considering that this is a medium-term situation.
- The desired starting date is immediately.
- The salary offered for this position is between € 2 800 and € 3 200 gross full time per month, according to experience and skills. All conditions and additional benefits are according to Belgian legislation.

### **How to Apply**

Candidates should send CV and cover letter written in English by e-mail to: **Europe.admin@jrs.net** with the subject **UA Finance Officer Job Opening** including your first and last name. There is no deadline for the receipt of applications, candidate's applications will be examined on a rolling basis, so as to start immediately or at earliest convenience.

JRS Europe is an equal opportunity employer and does not discriminate against any employee or job applicant because of race, colour, religion, national origin, sex, physical or mental disability, or age.