Financial Controller for EU-funded Projects,
7-month contract

Background

ANIMA Investment Network is a multi-country cooperation platform for economic development in the Mediterranean. The ANIMA network gathers national and regional investment promotion agencies, international organisations, business federations, innovation clusters, financial investors and research institutes from the region. ANIMA’s objective is to contribute to the continued improvement of the Mediterranean business climate, as well as encourage a shared and sustainable economic development for the region.

THE NEXT SOCIETY is an initiative implemented by a consortium of 22 members coordinated by ANIMA since 2017. It's an open community of changemakers, entrepreneurs, investors, corporates, NGOs, public and private innovation, research and economic development hubs from Europe and 7 Mediterranean countries: Algeria, Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia. It aims at mobilising, promoting and reinforcing innovation ecosystems and economic development in the MENA region.

THE NEXT SOCIETY initiated a four-year action plan (2017-2020), co-funded by the European Union up to 90% for a global amount of EUR 7.8 million, which impacts 4 levels of the innovation ecosystem:

- Improve policy frameworks
- Foster start-up successes
- Promote and internationalise clusters
- Accelerate technology transfer towards the enterprise

It gathers already a large network of over 300 business & innovation, research and investment organisations, 2,500 international SMEs and entrepreneurs from 30 countries.

ANIMA recruit a Financial Controller for a fixed-term contract as a maternity leave replacement to ensure the administrative and financial management of the activities implemented within the framework of THE NEXT SOCIETY initiative.

Job description

Under the responsibility of the Association Administrative & Financial Director and in cooperation with the Project coordinators, the Financial Controller shall be in charge of the following tasks:

**Administration, budget monitoring and financial coordination**

- Taking responsibility of the Project administrative aspects in cooperation with its coordinators;
- Ensuring the respect of the Project financial rules by the Association and by the Project Partners;
Elaborating the Project annual budget forecasts in cooperation with its coordinators and ensuring the Project budget consumption follow-up within the set up tools;

Ensuring the relationships with the European Commission as for the Project administrative and financial aspects;

Ensuring the Project cash-flow follow-up and the relationships with financial institutions within the limits of the General Delegate and Association Administrative & Financial Director delegations;

Ensuring the relationships with the accountant and the Association Administrative & Financial Director;

Participating in the Project implementation;

Representing the Project on some occasions;

Participating in the Project service contracts negotiations.

**Reimbursements, payments et analytical ascription**

- Handling the Project coordination team travel costs reimbursement requests;
- Ensuring the funds transfers towards the Project Partners once the Prefinancing Installements received from the European Commission;
- Preparing the analytical ascription of the Project accounting documents for their registration in the accounting system and payment purposes.

**Expenditure verification mission preparation**

- Preparing the supporting documents of ANIMA reported costs for the expenditure verification mission in cooperation with the external accountant;
- Pre-auditing the Project Partners reported expenditures and consolidating them for the expenditure verification missions purposes;
- Ensuring the relationships with the Project auditors and EU auditors in case of a post-op checks;
- Elaborating the Project financial reports.

**Profile**

- Master’s degree (5 years of study)
- Experience in EU-funded or other international funded Projects financial management (3 years minimum)
- Proficiency in the Microsoft Office suite (Word, Excel, Powerpoint)
- Experience in the procurement procedures and good negotiation skills
- Ability to work independently

**Working Experience**

- 3 years minimum on an equivalent position
- if possible, experience from South-Mediterranean countries

**Spoken Languages**

- Bilingual or fluent French and English
- 3rd Mediterranean language would be an advantage (Arabic, Spanish, Italian,...)
Status et remuneration

Fixed-term contract manager status.
Annual gross salary: 30 000 - 36 000 € based on candidate profile and experience
Benefits: luncheon and holiday vouchers

Application

To apply, please send your resume and application letters in French and in English at drh@anima.coop (subject « Financial Controller »).

Post to be filled as from September 1st, 2020.