

Job opening: Project Financial Analyst

We are EVPA, the investing for impact community.

EVPA is a unique network at the intersection of finance and purpose, driven by knowledge and focused on impact. We aim to increase prosperity and social progress for all, fix inequalities and injustices and preserve the planet.

We rally people, capital, knowledge and data to catalyse, innovate and scale impact. EVPA brings together a diverse group of capital providers (impact funds, foundations, corporate social investors, banks, public funders) and social innovators of all sorts – from household names to emerging new players.



Smart Impact

We mix breakthrough research, eye-opening data, actionable learning and honest experience exchange to ignite innovation and build capacity to match ambitions, forge solutions, break barriers and bridge gaps for a bigger, deeper and smarter impact.

Joint Impact

We build synergies that tackle critical social and environmental problems at scale – and change mindsets. EVPA platforms facilitate thematic and sectoral collaboration but our ground- and silos-breaking convening ability is our true superpower.

Transformative Impact

Enable real and lasting change – that’s EVPA approach. We take on big issues, study and celebrate systems change, call for transformative regulatory frameworks and optimised public funding. As we guide newcomers to the impact space, we promote impact transparency and integrity.

Building a European Impact Ecosystem. Investors for impact power social and environmental impact to build a better world. At EVPA, we join forces to build an impact ecosystem! In 18 years we went from eight to 300 members strong and truly European network. We built THE data hub for the impact space, trained 1,000+ people, produced standard-setting and bar-raising guidelines on investing for impact and impact measurement and management. We established a strategic presence in the EU policy settings and play a vital role in global impact cooperation. Not bad for a teenager!

Learn more evpa.ngo

Job Description

As a Financial Analyst you will be managing the financials and budget of the EVPA program taking place in MENA (Middle East and North Africa) program. You will act as a link between the financial teams of the local partners, MENA Project Manager and the EVPA Finance Team.

Roles & Responsibilities

1. **You will work closely with the Market Building Manager and the financial teams of the local partners, check financial evidence and follow up on financial reporting according to EU and other regulations.**
 - a. You will be familiar and up to date on necessary EU regulations with regards to financial reporting.
 - b. You will collect and organize financial files, reports, timesheets, and invoices for the projects according to EU regulations and internal EVPA financial and other policies.
 - c. You will utilize spreadsheets to track budgets, dates, and other information in cooperation with Project Team and Finance Team, and ensure that all the documents and evidence are rightly and timely collected and stored in an internal online repository
 - d. You will do internal reporting to align with EVPA budgeting and financial planning.
2. **You will engage in the coordination activities of the MENA program, prepare, and present any relevant financial information**
 - a. You will join regular meetings of the Project Team to follow up with them on schedule with regards to implementation of the project plan
 - b. You will ensure that all documentation is in place, collected as evidence and according to internal policies and procedures
 - c. You will communicate regularly with the financial teams and the EVPA Finance Team with regards to reporting and evidence collection of the projects and other needed documents.
3. **Liaison with other EVPA team members with regards to reporting and evidence collection of the MENA Project and other activities.**
4. **Within the framework of the MENA program, you will work in multicultural environment across Europe and the MENA region with different currencies, different legal aspects and regulations .**

Skills & Qualities

- Excellent **organisational skills**, detail oriented, consistent, quick, and responsive learner Experience in handling financials and reporting requirements in EU funded multinational projects, following EU reporting regulations and evidence collection
- Ability and experience in planning activities, building schedules and timely follow up on their implementation
- Ability to manage and process financial data in different currencies, and languages
- **Excellent communication skills** :
 - Excellent knowledge of English both written and oral; good written and spoken knowledge of French
- Comfortable with prioritising several competing tasks and responsibilities in a dynamic environment.
- **A passion for venture philanthropy**, social venture financing or social entrepreneurship, and interest in policy related issues will be perceived as advantage.
- Experience in implementing **EU funded projects** would be an asset.
- Bachelor's or Master's degree in accounting, finance, economics or related field will be an asset.
- 5-10 years related work experience.
- Proficient with MS Office Excel, and other online tools like Dropbox, Google drive, and time registry systems.
- Able to travel 2-3 times per year.

What we offer

- A competitive salary package (13th-month salary, holiday pay, transportation and home office allowance, meal vouchers)
- Full-time position (open to part time 80%) with a preferred location in Belgium
- Flexible working hours and work from home policy
- Additional holidays
- Training and personal development budget
- Group health and pension insurance
- Professional and Private Travel insurance
- A friendly, open working environment

More information and how to apply:

Please visit [our website](#), [impact stories](#) and our [LinkedIn profile](#).

Interested in applying? Please send your resumé with a cover letter to recruitment@evpa.ngo

Applications will be reviewed on a rolling basis so we strongly encourage early applications. The application **deadline is 29 September 2023**. Once your application has been sent, we thank you not to get in touch. Only qualified candidates will be contacted for interviews. If you do not hear from us within two weeks of the closing date please presume your application has not been retained on this occasion.

EVPA is an equal opportunity employer. We celebrate and practise diversity in all its forms and are committed to creating an inclusive environment for all of our employees.