Chief Finance and Administration Officer

EUPHA (European Public Health Association) and EPH Conference are seeking a qualified and dynamic Chief Finance and Administration Officer part-time (m/f/o) to join our team in Utrecht.

- Location : Utrecht, Netherlands.
- Partial remote work is possible, expected to be in the office at least 1 day per week (Tuesday or Thursday) and to participate to annual meetings (3/4 per year)
- Fixed-term appointment for one year.
- 24 to 32 hours per week to be discussed.
- Estimated salary 4400 gross on a 32 hours basis, to be discussed based on working hours and experience, plus benefits (holiday allowance, 13th month, travel compensation)

The position is open to those legally authorized to live and work in The Netherlands for the duration of the contract. They shall be fluent in Dutch and have knowledge of Dutch administrative and legal environment.

EUPHA is the umbrella organization for national public health associations in Europe. EUPHA's mission is to facilitate and activate a strong voice of the public health network by enhancing visibility of the evidence and by strengthening the capacity of public health professionals. EUPHA has 84 members from 47 out of the 53 countries of the WHO Regional Office for Europe and brings together around 39,000 public health professionals. EUPHA's main tools are its peer-reviewed, Open Access journal the European Journal of Public Health (EJPH), thematic sections bringing together expertise, the annual European Public Health Week (EUPHW), and the annual European Public Health (EPH) conferences. EPH conferences are formally organized by the EPH Conference Foundation, a separate legal entity. This position involves a shared responsibility of 50% for both EUPHA and the EPH Conference.

Responsibilities:

The Chief Finance and Administration Officer will be responsible for the financial management and administration of both EUPHA and the EPH Conference. The Chief Finance and Administration Officer will report to the Executive Director and Deputy director and work with the entire team. Occasional international travel will be required to attend Executive Council and Boards meetings (3-4 times/year).

Key Duties:

1. **Administrative duties :**
    - Manage administrative matters, including internal and external contracts, and registration with various financial bodies and authorities in the Netherlands, such as the Chamber of Commerce and Tax Administration.
    - Prepare documents and files for audits and oversee the salary administration.
2. **Financial and budget Management :**
    - Proposing new finance management tools and strategies to enhance efficiency.
    - Prepare monthly accounts in compliance with local accounting and tax requirements.

- Manage the bookkeeping, members invoicing, and preparing budgets and presentation for the Executive Council and Board with the Executive director and Deputy director.
- For the EPH conference: manage accounting of income and expenditures, including VAT tax returns, prepare and manage registration fees and conference budget with the Deputy director, monitor incomes and expenses, prepare invoices, and make payments.
- Liaise with external accountant and contribute to the preparation of the annual financial reports of EUPHA and EPH Conference Foundation.
- Process invoices, project advance requests, and other payments. Prepares financial analysis and other financial information as required by program staff and financial officers.
- Support the team on Budget and Funding Sources, especially with the Director to prepare meetings and work with foundations and partners. Assists in the preparation of donor financial reports and other correspondence as needed.

3. **Grant and Subvention Management :**
    - Managing the financial overview of grants and subventions, including the operating grant from the European Commission EUPHA currently receives, and other European projects EUPHA is involved in.

Qualifications:

- Minimum of seven years of work experience in finance and administration.
- Fluency in written and oral English and Dutch is required.
- Must be eligible to work in the Netherlands.
- Formal accounting training required, with a degree (higher vocational training level 'HBO') in Business Administration, Accountancy, Economics, or similar considered an advantage.
- Experience working in a grant-funded, EU and project-based environment.
- Knowledge of procurement processes and contract management and Netherlands administrative and legal environment
- Familiar with European health policy making and NGO's administration and previous experience working in and/or a solid understanding of EU public, legislative and regulatory affairs.
- Keen team player, enthusiastic to be a resource for colleagues and members, sensible to cultural diversity and committed to EUPHA's values.

Interested candidates are invited to submit their applications, including a cover letter and CV and 2 references, to office@eupha.org. Only shortlisted candidates will be contacted. We encourage candidates to apply at their earliest convenience.

Preferred commencement: ASAP