

# VALIDITY

<b>Title</b>	<b>FINANCE ASSISTANT</b>
<b>Role summary</b>	<p>The post holder will provide financial and administrative support across Validity's operations with a particular focus on ensuring financial and administrative compliance of Validity's European Commission co-funded projects which are implemented with multiple consortia partners across several different European countries. The assistant will support the smooth financial management of all projects in full compliance with grant agreement criteria, relevant EU financial regulations and Validity's internal policies.</p> <p>The Finance Assistant will work closely with the Project Managers, Finance Officer and Administrative Assistance, liaise with consortia partners and external experts, manage project financial and administrative documentation, and compile financial reports in line with the relevant financial requirements.</p>
<b>Hours</b>	Full-time
<b>Salary range</b>	HUF 470,000 – 500,000 gross per month (approx. EUR 1,270 – 1,350 depending on exchange rates)
<b>Location</b>	Budapest, Hungary
<b>Line Manager</b>	Finance Officer
<b>Staff supervision</b>	N/A
<p><b>Role Description</b></p> <ul style="list-style-type: none"> <li>• Supports the Finance Officer to keep financial and related administrative documentation up-to-date and filed in an accurate and timely manner.</li> <li>• Provides technical financial expertise to support the Finance Officer and Project Managers in producing internal financial reports, donor reports, and monitoring balances against forecasts.</li> <li>• Leads on ensuring administrative and financial compliance in European Commission (EC) co-funded projects under the direction of the Finance Officer, in particular liaising with project partners to ensure timely submission of accurate administrative and financial documentation in compliance with grant agreement and EU requirements.</li> <li>• Compiles interim and final financial reports and supporting documentation for EC co-funded projects in accordance EU requirements in close cooperation with the Project Managers and Finance Officer.</li> <li>• Maintains strong and effective relationships with external partners, especially EC co-funded project consortium partners.</li> <li>• Organises and ensures clear and comprehensive filing and storage of project financial data and financial information, to comply with Validity and EU reporting requirements.</li> <li>• Supports the Project Managers and Finance Officer in compiling financial reports to Validity senior management, the European Commission and other donors.</li> <li>• Other tasks commensurate with the job</li> </ul>	
<p><b>Person Specification</b></p> <p><i>Note: Candidates must hold the right to reside and work within the European Union; Preference will be given to people who self-identify as having a disability.</i></p>	

#### Qualifications and experience

- A minimum of one year's relevant experience in financial administration or accounting
- Experience in the financial administration of European Commission co-funded projects would be an advantage
- Experience in non-governmental or non-profit finance an advantage
- Experience working in a multicultural, international environment an advantage

#### Knowledge, skills and attributes

- Commitment to Validity's mission and campaign goals.
- Good spoken and written English.
- Knowledge of Hungarian is an asset.
- Advanced Excel skills, ability to use a range of Microsoft products and online communication platforms (Zoom, Skype, Microsoft Teams etc.), quick to adapt to new financial software. Experience using Serpa an advantage.
- Excellent organisational skills and attention to detail
- Positive attitude towards building and maintaining effective professional relationships. Respectful and professional communication at all times. Strong inter-personal skills and communication with a can-do approach, including when working remotely
- A proactive, solution-oriented and resourceful individual, who can take the initiative and approach challenging situations constructively and calmly
- Willing to seek information and ask for clarifications where necessary.

#### **Review period**

Initial probationary period: 3 months.  
Thereafter: Annual appraisal.  
For further information, see Validity's Human Resources Policy.