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[www.aal-europe.eu](http://www.aal-europe.eu)

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## VACANCY FOR A FINANCIAL OFFICER POSITION (M/F)

### AT THE CENTRAL MANAGEMENT UNIT (CMU) OF THE AAL ASSOCIATION (BRUSSELS)

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The AAL Association (AALA) is implementing the AAL Joint Programme (AAL JP), a European R&DI funding programme in collaboration with 23 Partner States and the European Commission. The objective of the AAL JP is to enhance the quality of life of older people and strengthen the industrial base in Europe through the use of Information and Communication Technologies (ICT), by e.g. funding close-to-market projects. The basis for this collaborative programme is Article 185 (previously 169) of the EU Treaty. The AAL JP is set up for an initial period of six years (2008 – 2013), with the administration of projects presumably lasting until 2016. During this period, the planned total public funding is about € 300 Mio provided by the Partner States and the European Commission. For further information, please do not hesitate to visit our website: <http://www.aal-europe.eu>.

The **Financial Officer** will be responsible, under the management of the Director, for the administration of all financial obligations of the AAL Association and its Joint Programme. S/he manages and controls financial relations of the AAL Association with the EU Commission and the 23 Partner States and especially concerning the funded projects and accompanying activities, in close cooperation with the national contact persons of the AAL members.

The Financial Officer will further:

- prepare, monitor and reporting of the AALA budget;
- manage all financial aspects of the annual agreements signed by the AALA with the European Commission;
- organise and verify the flow of funds to the national administrations (agencies);
- assist the Treasurer of the AALA in all financial issues, in particular the preparation of the financial reports to the AALA General Assembly;
- liaise with the AALA bookkeeper, accountant, auditor and Belgian authorities;
- manage any financial aspect of contracts with external service providers;
- operate and further develop the AALA web-based financial management tools;
- manage the control of the financial performance of funded projects together with the national contact persons;
- contribute to further development of financial management tools;

Working for the AAL Association gives an almost unique possibility to develop specific skills in a small team, regarding all aspects of the AAL Joint Programme, notably the possibilities and challenges encountered through the running of a Europe-wide R&DI programme, and constitutes a great opportunity to create and develop a number of interesting contacts, through partners' collaboration across Europe. Every single staff member will significantly contribute to the success of the programme. You will be working in a central part of Brussels. We offer a competitive remuneration in relation to experience and qualification and equal opportunities and a non-discrimination policy.



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## REQUIREMENTS

The AAL Association is expecting candidates to meet the following requirements, particularly:

- to have relevant university degree or diploma (Finance);
- to have a relevant professional experience of at least 5 years corresponding to the profile referred to above (Finance);
- to have the ability to perform the tasks and activities outlined in the job description;
- have excellent English communication skills;
- be highly computer literate;
- good analysing skills and be a constructive relationship builder;
- to declare with the submission of their application that the information provided in the application file is true and complete and that any incorrect statement may invalidate the application at any stage in the selection process;
- to start the new position in November 2010 at the latest;
- to fulfil the formal criteria:
  - be a national of one of the AAL Association Member States (see list on our website <http://www.aal-europe.eu/aal-ncp>);
  - have fulfilled any obligations of military service as required by national law;

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## APPLICATION PROCEDURE

Please send your electronic application (motivation letter and CV in Europass format) by e-mail to [maud.pasquier@aal-europe.eu](mailto:maud.pasquier@aal-europe.eu), enclosing copies of documents you consider relevant (e.g. degrees/diplomas, references, etc.). The interviews will take place during weeks 27-28/2010.

**CLOSING DATE IS 25 JUNE 2010.**

Further questions can be addressed to the AALA Secretariat:

Ms Maud Pasquier

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[maud.pasquier@aal-europe.eu](mailto:maud.pasquier@aal-europe.eu)