

The European Money Markets Institute has a vacant position of:

# Senior Finance Officer

The European Money Markets Institute is seeking to recruit a Senior Finance Officer with a generalist profile. The position is permanent, full-time and based in Brussels.

## About the European Money Markets Institute

The **European Money Markets Institute** develops and administers robust benchmarks, such as EURIBOR, that are essential for financial markets and the broader economy.

- We believe that harmonised and transparent money markets are key for funding the economy. This brings up economic stability and growth which, in turn, increase society's resilience.
- We act as a trusted partner with a strong sense of ethics.
- We are an international non-for-profit association working for the public good by facilitating the smooth functioning of euro money markets and fostering their further integration.
- We promote labels, such as STEP, standards, and practices that enable harmonised access to markets.
- We explore new initiatives, such as fallback rates, to answer market needs.
- We are a committed and open-minded multinational team which provides a diversity in expertise, ensuring transparency, excellence, and integrity.

The European Money Markets Institute was founded in 1999 – along with the introduction of the euro – by the national banking associations of the Member States of the European Union. Based in Brussels, the Institute has Europe anchored in its DNA.

## Position specifications

<b>Your team</b>	You will be part of the Corporate Services (CS) unit.  The mission of the Corporate Services Unit is to maintain a solid, reliable and trusted environment for EMMI's employees and provide support to business activities by delivering effective and efficient Finance, Human Resources, Legal, and logistics services
<b>Your role</b>	<ul style="list-style-type: none"><li>• Design, review and implement adequate financial policies and procedures;</li><li>• Prepare, review and monitor EMMI's budget;</li><li>• Collect, analyse and review financial information;</li><li>• Monitor, analyse and report EMMI's cash-flows;</li><li>• Produce financial reports related to budgets, account payables, account receivables, expenses etc.;</li><li>• Monitor and review the adequacy of operational processes and technical tools related to finance (including invoicing process);</li><li>• Support project teams in the preparation of financial planning and monitor their implementation;</li><li>• Coordinate all financial audit matters, including the review of the audit plans and the preparation of audit reviews (documentation, collaboration with the audit teams);</li><li>• Propose and coordinate the cash investment plan, the due dates, and the investment opportunities with the bank</li></ul>

	<ul style="list-style-type: none"> <li>• Follow the legislative changes regarding the finance environment, especially those related to tax regime</li> <li>• Evaluate, if applicable, the existence of adequate controls to prevent errors and potential fraud</li> <li>• Provide advice on the financial implications of business decisions</li> <li>• Oversee the chartered accountant.</li> </ul>
<b>Your qualifications and experience</b>	<p>You have the following qualifications and experience:</p> <ul style="list-style-type: none"> <li>• University Degree in Accountancy, Finance or Business Administration</li> <li>• +/- 7 years of relevant experience in financial control and budget development</li> <li>• Knowledge of reporting and accountancy systems</li> <li>• Excellent command of English and another language of the EU (oral and written)</li> </ul>
<b>Your skills</b>	<p>You demonstrate the following skills:</p> <ul style="list-style-type: none"> <li>• Excellent analytical skills and eye for details</li> <li>• Drafting skills</li> <li>• Solution-oriented</li> <li>• Organizational skills</li> <li>• Sense of confidentiality and professional integrity;</li> <li>• Ability to work independently</li> <li>• Good interpersonal and communications skills.</li> </ul>
<b>Your behavioural attributes</b>	<p>You commit to implement the following behavioural attributes</p> <ul style="list-style-type: none"> <li>• Teamwork: we work in an environment of trust, we favour the exchange of information and stimulate the debate of ideas; we support each other in order to achieve the same common goal.</li> <li>• Accountability and result oriented: we are committed to focussing on effective results and we stand accountable for our actions and their consequences.</li> <li>• Learning and developing: we seek constantly to develop our abilities, knowledge and skills and embrace acquiring new skills.</li> </ul>
<b>Our values</b>	<p>Our values are the following :</p> <ul style="list-style-type: none"> <li>• Transparency and harmonisation: we promote transparency and harmonisation as we believe that transparent and harmonised financial markets are key for funding the economy. This brings up economic stability and growth, which in turn increase society's resilience.</li> <li>• Integrity: we act as a trusted partner with a strong sense of ethics.</li> <li>• Operational excellence: we deliver the best possible output quality following robust, resilient, and efficient processes.</li> </ul>
<b>We offer</b>	<ul style="list-style-type: none"> <li>• The advantage of a small organisation fostering a collaborative, dynamic and international environment;</li> <li>• Contributing to challenging work assignments;</li> <li>• Benefiting from flexible working time and homeworking possibilities;</li> <li>• A competitive salary package.</li> </ul>

# Important Information Regarding Application Deadline and Interview Process

If you are interested in the Senior Finance Officer role at EMMI, please share your application (CV and cover letter) through the following email [recruitment@emmi-benchmarks.eu](mailto:recruitment@emmi-benchmarks.eu).

Here below you will find some important details to apply for the above mentioned role:

## **Application Deadline:**

The deadline for submitting your application is **January the 5<sup>th</sup> 2025**. Please ensure that all required documents (cv and application letter) are submitted by this date to be considered for the role.

## **Interview Process:**

If your application is shortlisted, you will be asked to fill in **a personality test and prepare a presentation topic** one week prior the interview.

Interviews will be scheduled from **February the 4<sup>th</sup> till February the 14<sup>th</sup> 2025**, and will be conducted in person in our premises (see address here below).

We aim to inform shortlisted candidates by **January the 24<sup>th</sup> 2025** and will send further details regarding the interview schedule, personality test and presentation topic at that time.

Thank you for your interest in joining EMMI.

HR team

[recruitment@emmi-benchmarks.eu](mailto:recruitment@emmi-benchmarks.eu)

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