

EURORDIS-Rare Diseases Europe

Job vacancy – Compliance & Budget Manager

Responsible to: Chief Finance Officer

Contract type: Permanent, full-time or 80%

Salary: Pro-rata of full time equivalent 40 000 euros per annum + one-month performance-based bonus

Location: EURORDIS Paris

Start date: ASAP

About EURORDIS-Rare Diseases Europe

EURORDIS is a unique, non-profit alliance of over 1000 rare disease patient organisations from 74 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe. By connecting patients, families and patient groups, as well as by bringing together all stakeholders and mobilising the rare disease community, EURORDIS strengthens the patient voice and shapes research and policies.



Main scope of the position

The Compliance and Budget Manager (CBM) is part of a team of 6 full-time employees based in France. The 5 other team members are:

- Chief Finance Officer (CFO, direct report)
- HR Support and Payroll Manager (HSPM)
- Accounting Manager (AM)
- Office Manager (OM)
- Office Assistant (OA)

The CBM will also work closely with the HR Director who is part of the Governance team.

On a regular basis, the role of the CBM is to assist the CFO with the management of all procedures and ensure the continuity of the budget elaboration and follow-up of EURORDIS.

Key tasks & responsibilities

Compliance

The CBM will start by organising and making easily accessible the existing set of procedures and work with the newly recruited HR Director and the HSPM on:

- « Document unique d'évaluation des risques » and internal regulations
- Delegation of authority / signature
- Salary grid / comparison of salaries across countries
- IT charter

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- Induction process of new staff
- Data protection (GDPR)
- Volunteers

The aim will not be to have a full set of all existing processes described in great detail but clear and direct documentation which is simple to maintain and more importantly easy to find by all staff members.

In addition to the procedures, the CBM will put in place regular controls of:

- accounting and budgets
- IT needs (computers, space on the servers, email accounts, backup, etc.)
- staff reviews and job description updates
- staff delegates meeting minutes
- board of directors' and officers' minutes
- publication of the accounts
- payment of taxes

Budget

The budget follow-up is currently managed by the HSPM daily. The system was created by the CFO 15 years ago and is based on Excel, VBA and SQL.

The priority will consist of describing the existing budget information system and turn it into a Power Query-based tool including monthly versioning of all budget follow-up files.

The handover of the budget follow-up from the HSPM will have to be effective in April 2024.

On a more regular basis, the CBM will interact on a monthly basis with all project managers in order to update their budget forecast with them, anticipate the financial reports and audits.

Experience & skills

- Advanced knowledge of Excel™, Power Query and IT systems in general
- Excellent written English
- Excellent interpersonal skills
- Highly organised and detail-orientated
- Interest in the purpose of EURORDIS

To apply

Please send your CV and cover letter in English to jerome.mauge@cabinet-someone.com

Deadline for applications: 20 October 2023

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