

## EU Funding Manager

**Organisation**

European Travel Commission

**Location**

Brussels, Belgium

**Industry**

Tourism

**Contract type**

Temporary duration of 12 months starting in October 2024 (possible extension to undetermined duration)

**Job Type**

Full Time, 38 hours per week

**Years of Experience**

2-3 years

**Education Level**

Professional

Established in 1948, the European Travel Commission (ETC) is a non-profit organisation with its headquarters in Brussels. Its role, on behalf of its more than 40 members, both National Tourism Organisations and private companies, is to promote tourism to Europe from long-haul markets, produce market intelligence and facilitate the sharing of best practices in tourism. The organisation also cooperates with the European Commission (EC) in promoting Europe as a leading tourism destination, implementing projects in form of ad-hoc and other grants.

The EU Funding Manager will work within the ETC Executive Unit, in the Administration Department, and will report to the Head of Administration and the Executive Director. The EU Funding Manager's role will be to support the financial management of grants/tenders from the European Commission in cooperation with all other departments, manage all agreements with third parties (partners and suppliers) and monitor the correct implementation of activities according to internal European Commission rules and Belgian and EU legal framework on public procurement.

### Tasks

Main responsibilities include, but are not limited to:

- Provide substantial support to the Head of Administration during all phases of the procurement process on grants/tenders from the European Commission, including:
  - Preparation of applications
  - Drafting amendments
  - Submission of Interim and Final Reports (in particular Financial Reports)
  - Preparing the documentation for the financial audits
  - Drafting clarifications for auditors and the European Commission's Financial Unit
  - Monitoring budget expenditure.

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- Cross-checks on the application of public procurement rules and providing support to the other departments with the application of these rules;
- Management of contracts with European Commission-grant co-financing entities. The EU Funding Manager will draft and revise the contractual terms with all parties on board (such as national and regional tourism offices, private companies, regional governments participating in the calls launched by ETC) and will help monitor that the financial terms are being respected;
- Draft and revise contracts and amendments to contracts with suppliers (based on the templates available in-house);
- Other administrative and legal activities related to the funding received from the European Union;
- Other administrative, financial and technical support to the department (on request).

All the above-mentioned activities will be done under the guidance and supervision of the Head of Administration.

### Profile and skills

- Recognised University degree in a relevant field (Finance, Accounting, Business Administration, Law or similar);
- Minimum two years' experience with management of EU-funded projects (preferably projects funded under the following programmes: Single Market Programme, Digital Europe Programme, Horizon Europe);
- Good knowledge of the European Union institutions;
- Basic knowledge of Belgian and EU framework on public procurement procedures is an advantage;
- High computer literacy in Microsoft Office software, in particular Excel;
- Excellent knowledge of English; good command of French (minimum B1 in Common European Framework of Reference for Languages) is an advantage;
- Proven numerical and advanced analytical ability;
- Ability to maintain attention to detail without losing sight of the overall picture;
- Ability to work with multiple tasks, respecting deadlines and establishing priorities;
- Being flexible towards changing priorities;
- Problem-solving attitude and excellent record-keeping;
- Good communications skills both verbal and written;
- Proactive and self-motivated;
- Accountability;
- Committed, participative, team player;
- Ability to work well under pressure with excellent time management;
- Ability to work and interact with people of different cultures and backgrounds;
- Flexibility to travel when needed.

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## How to apply

If you meet the criteria outlined above, please send us your cover letter and CV (both in English) by 8 September 2024 23:59 CEST, mentioning 'EU Funding Manager' in the subject line, to:

**Iulia Niculica**  
**Head of Administration**  
**European Travel Commission**  
[iulia.niculica@visiteurope.com](mailto:iulia.niculica@visiteurope.com)

Candidates shall clearly explain in their cover letter their experience with the financial management of EU-funded projects and, if applicable, any experience with the EU framework on public procurement procedures.

Candidates must be in a position to certify with official documents (if requested) any information provided in their CV and cover letter.

Only short-listed candidates will be contacted for interviews.

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