



Job offer: HR and Finance Manager

EPA Strasbourg Office

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The European Psychiatric Association (EPA):

The European Psychiatric Association is the largest international association of psychiatrists in Europe, with active members in 88 countries. It includes leading experts covering the interests of psychiatrists in academia and in practice. The EPA deals with psychiatry and its specialised disciplines, focuses on the improvement of care for the mentally ill and on the development of professional excellence. The EPA gathers individual members, as well as 44 National Psychiatric Associations across Europe. Its main activity is the organisation of scientific events, in particular the European Congress of Psychiatry once a year in a European city.

We have a vacancy for a full-time HR and Finance Manager in our Strasbourg office, who will support the EPA Executive Director and the Director of Finance and Operations in their duties with a focus on managing HR functions, ensuring efficient procedures and policies within the organization, and supporting day-to-day financial processes.

Main duties and responsibilities include:

1. Human Resources:

- Developing and maintaining a positive workplace culture, including initiatives to promote diversity, equity, inclusion, and employee well-being
- Overseeing all HR processes, including policies and regulations, timesheet updates, rules to implement, guidebooks and payroll
- Designing appraisal processes, including performance reviews and professional development interviews
- Developing and implementing training and development programmes to enhance employee skills and engagement
- Suggesting any measures for improvement and for harmonisation between the EPA headquarters in Strasbourg and the EPA office in Brussels
- Supervising the communication of salary elements for Strasbourg and Brussels staff and liaising with the relevant French and Belgian social service providers
- Overseeing any HR related administrative/legal formalities or questions



- Supporting the Executive Director in the recruitment processes and/or staff changes, including consultants (needs assessment, job description, selection, participation in decision process, drafting of contracts and contract amendments)
- Keeping an updated record of documents, decisions, procedures
- Approving time off and modifications to work schedules

2. Financial Administration and Support

- Collecting and verifying invoices and expenses reports, prepare analytical allocation for the accountant and set up payments for validation by the Director of Finance & Operations
- Preparing treasury forecast of expenditures and revenues for the Director's review
- Daily control of the bank statements
- Providing support on administrative and legal formalities with external providers (bank, etc.) and on internal procedures (memos, etc.)
- Assisting in the development and monitoring of the EPA annual budget
- Managing relationships with external auditors, tax advisors, and other financial stakeholders to support all EPA's regulatory requirements

3. Additional administrative tasks as required:

- Drafting of administrative correspondence in English / French
- Managing and updating databases and mailing lists

Profile:

Required:

- Strong understanding of HR and financial good practices, as well as relevant regulations, especially in the context of the French regulatory framework
- At least 5 years of experience in HR and/or finance management, with a track record of successfully managing HR processes, as well as financial and administrative operations
- Excellent communication skills in English and French (fluent oral and written), with proven ability to communicate clearly and concisely with various stakeholders
- Strong interpersonal and diplomatic skills: team-oriented, with the ability to work collaboratively with diverse groups and build strong working relationships
- Strong organizational and project management skills: ability to take initiative, manage multiple tasks, prioritize effectively, and meet set deadlines
- Detail-oriented, methodical, and results-driven, with a focus on accuracy
- Proficiency in Microsoft Office/365 software (Word, PowerPoint, Excel, Teams, Outlook, etc.)



Desirable:

- Comfortable working in multicultural environments, adaptable to different working styles and cultural nuances
- Knowledge of and experience with association and international environments
- Working knowledge of Belgian HR regulatory framework a plus
- Experience with HR and financial software (e.g., payroll systems, accounting software)

Working conditions:

- Start as soon as possible, and at latest November 2024. Full-time – 12-month temporary contract
- Based at the EPA Office in Strasbourg (partial teleworking possible under set conditions)
- Some travel in France and Europe, sometimes during weekends
- Small and dynamic multi-cultural team
- Remuneration and additional benefits to be discussed during interview, depending on experience

Please note:

Candidates should have authorisation to work in France.

Interviews will take place in person in Strasbourg or virtually, in the second half of October.

Written and oral fluency in English and French is a requirement; please do not apply if you are not fluent in both languages.

Contact:

Please send your **CV and motivation letter** (including your salary expectations and earliest possible start date) in **English** at jobs@europsy.net [REF: EPA – HR and Finance Manager] **by 6 October 2024**.

For more information on the EPA: <http://www.europsy.net>.