

# **Job Description: Financial Controller / Accountant - ECJC**

## **About Us**

**The European Council of Jewish Communities – ECJC** is a dynamic and inclusive entity dedicated to revitalizing and nurturing Jewish communities across Europe. ECJC takes primarily action in the social fields of the Jewish Community life in Europe and this is its focus.

Taking Welfare as its definition of any action to improve the status of a person, it should be the main pillar of ECJC action. As the guiding principle, where Education, Care, Community development come out as branches, as its main goal is to improve the wellbeing and development of the communities/organisations.

## **Position Summary**

The Financial Controller / Accountant will play a critical role in overseeing the financial operations of our organization. This individual will ensure the integrity of financial reporting, compliance with regulatory requirements, and effective financial planning and analysis. The ideal candidate will have a strong background in accounting and financial management within the not-for-profit sector.

## **Key Responsibilities**

### **1. Financial Reporting & Compliance**

- Prepare accurate and timely financial statements.
- Ensure compliance with regulatory requirements.
- Coordinate and oversee annual audits and liaise with external auditors.
- Prepare and submit all financial regulatory filings and reports.

### **2. Budgeting & Forecasting**

- Develop and manage annual operating and capital budgets in partnership with Executive Director to present to ECJC Executive Committee.
- Monitor and report on budget variances and financial performance.
- Prepare financial forecasts and long-term financial planning.

### **3. Accounting Operations**

- Oversee day-to-day accounting operations including accounts payable, accounts receivable, both from membership fees, grants and programmes, and general ledger maintenance.

- Implement and maintain internal controls to safeguard assets and ensure accurate financial reporting.

- Manage cash flow and banking relationships with different banks and Paypal.

#### **4. Grant Management**

- Ensure proper accounting and reporting of grant funds.

- Prepare financial reports for grant funders and stakeholders.

- Monitor grant expenditures to ensure compliance with grant terms and conditions.

#### **5. Financial Analysis**

- Conduct financial analysis to support strategic decision-making.

- Provide financial insights and recommendations to the ECJC Executive Committee.

- Prepare financial performance reports for the Board of Directors.

#### **Working Conditions**

- Home office environment with occasional evening or weekend work required.

- Some travel may be necessary for training, conferences, or meetings.