



Federation of European Accountants
Fédération des Experts comptables Européens

Vacancy @ FEE

Project Manager

FEE (Fédération des Experts comptables Européens – Federation of European Accountants) represents accountants, auditors, finance professionals, business and tax advisors in Europe. In recent years, FEE has seen a significant growth of its membership and its activities; to support this development, as well as to plan for important replacements and more generally reinforce our technical and managerial capacity, we are recruiting:

- A **Project Manager** to manage the expert groups and task forces developing FEE activities and serving our Member Bodies.

ABOUT THE POSITION

Role

FEE Project Managers are in charge of developing the Federation's activities and work in its different fields of activities. To this end and to serve FEE Member Bodies, they manage and support expert groups and task forces working in specialised fields of expertise or on specific projects. They interact with the Chairs of these groups who are leading European experts from the profession.

They work in team with a senior colleague to whom they report, and specialise in one or several subject matters, while remaining open to new areas of work and to supporting colleagues on other projects. They are expected to take ownership of their projects and gradually work autonomously. Project Managers may also contribute to representing FEE. Their areas of responsibilities include:

- Advancing the work of FEE working groups by providing support and assistance before, during and after meetings, taking notes of conclusions and following up, managing the groups' work programme and activities, etc.
- Researching and analysing relevant developments in regulation, professional practice and markets
- Monitoring relevant policy and regulatory issues and actively keeping abreast of developments (through desk research, web monitoring and direct contacts) and imparting pertinent information to colleagues and FEE Member Bodies
- Providing in-depth technical analysis, writing influential reports and other material such as comment letters, position papers, surveys, briefings, facts sheets, minutes, etc.

- Organising conferences and roundtables.

General requirements to work at FEE

- A European, preferably a national from one of the EU 27 Member States
- Fully bilingual in English and in another language of one of the major EU Member States; an additional EU official language being a plus
- Used to working at the highest professional quality standards in a very demanding environment and both in a large multinational and small team context
- Committed to the highest ethical standards with a strong sense of values and integrity
- A good communicator with excellent interpersonal and representation skills, interested to work in a multicultural environment, mindful and respectful of the culture and views of others; a good sense of humour would be a welcomed plus
- Action oriented, good at planning and problems solving (including in a think-out-of-the-box do-it-yourself approach), with an open, flexible and innovative mindset enabling him or her to consider and implement change
- Generally IT-enabled, proficient with MS Office and internet, Lotus Notes a plus
- Interested in EU affairs, with a good understanding of EU Institutions.

Specific requirements for the position

- Preference for a Qualified Professional Accountant with higher education degree
- 4-6 years of successful experience in a leading accountancy firm, with exposure to international clients and SMEs
- Excellent generalist knowledge in the different fields of expertise of the profession in particular accounting, taxation, auditing and assurance services, finance and business administration and interest in the other areas of work of the Federation and in EU affairs
- Excellent planning, analytical and writing skills
- Successful experience of hands-on project management in a multicultural-multinational context; capacity to operate proactively and autonomously with good reporting skills
- Strong interest for the profession with the ambition to contribute to the development of smaller and mid-sized accountancy firms.

Compensation

As a Brussels-based European professional association, FEE offers a competitive package to be discussed on the basis of the candidates' experience, credentials and expectations.

ABOUT FEE

FEE is an international non profit organisation based in Brussels (AISBL), officially recognised by a Royal Decree of the Belgian King published on 20 January, 1987.

FEE represents 43 professional institutes of accountants and auditors from 32 European countries, including all 27 EU Member States.

In representing the profession, FEE recognises the public interest. It has a combined membership of more than 500.000 professional accountants working in different capacities in public practice, business, government and education, who all contribute to a more efficient, transparent, and sustainable European economy.

Reflecting the expansion of the accountancy profession, FEE is active in a growing number of areas including: Financial Reporting, Accounting and non-Financial Reporting, Auditing and Assurance, Sustainability, Corporate Governance, Ethics, Company Law, Internal Market Policy, SMEs Policy, Public Sector, Capital Markets, Banks, Insurance, Taxation.

FEE engages in constructive dialogues with the professional, policymaking and regulatory communities, including for instance: the European Institutions, in particular, the Commission and the Parliament, as well as other EU Institutions and Committees (including e.g. CESR and CEIOPS), audit oversight bodies and the EGAOB (European Group of Auditors' Oversight Bodies) and the US PCAOB, the European Financial Reporting Advisory Group (EFRAG), the International Accounting Standards Committee Foundation (IASCF) and the International Accounting Standards Board (IASB), the Public Interest Boards of the International Federation of Accountants (IFAC), in particular, the International Auditing and Assurance Standards Board (IAASB), the International Accounting Education Standards Board (IAESB), the International Ethics Standards Board for Accountants (IESBA), the International Public Sector Accounting Standards Board (IPSASB), the International Organisation of Securities Commissions (IOSCO), the Financial Action Task Force on Money Laundering (FATF), the Organisation for Economic Cooperation and Development (OECD), the Global Reporting Initiative, AccountAbility, and others.

Currently FEE has a staff of 14 with 8 different nationalities. Our offices are based in Brussels a few meters away from the EU Institutions. Further details are available on our website www.fee.be.

HOW TO APPLY

Interested candidates should send a short letter outlining their key motivations and a CV to sabine.leurart@fee.be. Applications should clearly specify the position considered. An indication of the salary expectations would be welcomed.