



Position announcement Executive and Finance Officer

European Marine Board Secretariat

Location: Oostende, Belgium



The European Marine Board (EMB) invites applications for the position of Executive and Finance Officer. The EMB Executive and Finance Officer is employed by the Flanders Marine Institute (VLIZ) as part of a package of support provided by the Government of Flanders in hosting EMB at the InnovOcean site. The successful candidate will join the EMB Secretariat based at the InnovOcean campus in the port of Ostend, Belgium. InnovOcean also houses the Flanders Marine Institute (VLIZ) and a number of regional and international marine organizations including the International Oceanographic Data Exchange office of IOC-UNESCO and the Secretariat of the European Marine Observation and Data Network (EMODnet).

This is an exciting opportunity to work as part of a dynamic, professional Secretariat to promote and advance marine science on behalf of the EMB membership of institutions from across Europe. The post can involve occasional visits to Brussels and some international travel.

Applications including a full CV and a motivation statement (500 words max.) should be sent in electronic format to info@marineboard.eu by **Sunday 9 May 2021**. Please include the **reference EMB EFO2021** in the subject line of the email. Further details on how to apply can be found below.

The European Marine Board

Mission: *The European Marine Board (EMB) is the leading European think-tank in marine science policy. It provides a platform to advance marine research and to bridge the gap between science and policy.*

The European Marine Board was established in 1995 to facilitate enhanced cooperation between European marine science organizations towards the development of a common vision on the strategic research priorities for marine science in Europe. Today, EMB represents 35 member organizations (research funding bodies, research institutes and national networks of third-level institutes) from 18 countries. Through the EMB, these organizations work together to develop a common European vision on the research priorities and strategies for marine science.

The EMB provides the essential components for transferring knowledge from the scientific community to decision makers, promoting Europe's leadership in marine research and technology. Adopting a strategic role, the EMB provides a unique forum within which marine research policy advice to national agencies and to the European Institutions is developed, with the objective of promoting the establishment of the European Marine Research Area.

Since its establishment the EMB was hosted by the European Science Foundation, which provided a legal entity to support the operation of the Secretariat, as well as a range of support services. In 2016, the EMB has established its own legal entity, European Marine Board IVZW, and in 2017 the EMB separated from ESF to become an entirely independent organization. The Science Officer will be employed by the Flanders Marine Institute (VLIZ) and seconded to the European Marine Board IVZW.

The Secretariat

The European Marine Board Secretariat implements the work programme of the EMB on behalf of the EMB membership and Executive Committee. The Secretariat is currently comprised of five staff including the EMB Executive Director, who is Head of the Secretariat, three Science Officers and an Executive and Finance Officer. All staff are based at the EMB office in Ostend.

Since 2007, the Secretariat has been hosted by the Government of Flanders at the InnovOcean campus in the harbour of Ostend, Belgium. The generous support package from Flanders provides the EMB with extensive office space, IT support and meeting rooms.



Position description and duties

The Executive and Finance Officer manages the administration and governance operations; the organisations' finances; and provides coordination and science support services to the EMB Secretariat team under the supervision of the Executive Director. The Executive and Finance Officer also acts in the role of management assistant to the Executive Director.

Administrative Responsibilities

- Act as first point of contact for external contacts to EMB;
- General office management services to support the efficient running of the EMB Secretariat;
- Liaise with partner organisation at the InnovOcean site regarding the maintenance and development of EMB facilities;
- Support and track the dissemination of EMB documents to EMB stakeholders;
- Act in the capacity of Management Assistant to the Executive Director.

Governance operations

- Organization and reporting of EMB Board and Executive committee meetings.
- Manage EMB membership matters, liaising with existing and new members, responding efficiently to requests and queries from members;
- Implementation of the EMB membership strategy and the EMB Internal Guidelines;
- Follow up of legal obligations regarding taxes, official notifications and publications.

Financial Responsibilities

- Maintain the EMB bookkeeping system, financial records, processing of Travel Claim Forms, etc.
- Liaise with the external accounting service provider regarding the closure of the annual accounts;
- Financial management of external contracts (e.g. Horizon 2020);
- Financial reports for the EMB Executive Committee and Board;
- Organize, set up and track collection of membership contributions;
- Manage the payroll and staff salaries.

Communication responsibilities

- Draft and coordinate the production and publication of the EMB Annual Report;
- Draft and coordinate regular EMB newsletters and mails to the Board;
- Support EMB communication activities, including support to maintenance of the EMB website;
- Support the finalization, design and printing of EMB publications.

Science Support Responsibilities

Provide support to the strategic and science policy activities of the EMB Secretariat as required by the Executive Director. This can include:

- Desk-based research on specified scientific or science-policy topics;
- Support EMB expert working groups and editing and publication of EMB science policy papers;
- Organizing EMB scientific meetings (e.g. Science Webinars, Brown Bag Lunches, ...);
- Working with colleagues on science communication activities;
- Other ad hoc scientific duties as assigned by the Executive Secretary.

The time allocation ca. 75% administrative and 25% science/communication duties. However, this will vary with the work requirements at different times and will be agreed in liaison with the Executive Director.

Profile and competences required

Experience and competences

- Bachelor or Master's degree with at least 2 years' relevant experience in HR, Finance or Office administration;
- Native Dutch speaking with Excellent standard of spoken and written English;
- Experience in bookkeeping, accounting programs and financial reporting;
- Knowledge of Belgian labour legislation and functioning of non-profit organizations;
- Good working knowledge of MS Office systems;
- Basic knowledge of administration for EU funded projects;
- Awareness of European and International marine science initiatives (e.g. the UN Decade for Ocean Science).

Inter-personal competences:

- Excellent organizational skills, capacity to deliver on allocated tasks and to meet deadlines;
- Action-orientated and responsible;
- Creative, willing to take initiative and continuously improvement-minded;
- Transparency in working and a team-orientated work ethic;
- Good communication and presentation skills across cultural and scientific boundaries; and
- Positive and constructive attitude; able to exercise discretion, diplomacy and tolerance.

Employment Conditions & Application Procedure

- We offer a full-time position with an open-ended contract in a salary scale according to qualifications and experience, following the salary scales of the Flemish Government.
- Fringe benefits include holiday pay, end-of-year bonus, meal vouchers, bike allowance, free public transport for home-work-commuting and 35 days of leave per year.
- The place of work is Ostend (Belgium) and some occasional international travel will be required.
- Apply by sending a full CV and motivation statement (500 words max.) outlining your suitability for the post **by Sunday 9 May 2021** to info@marineboard.eu, quoting the following reference in the subject line: **EMB EFO2021**.
- Shortlisted candidates will be contacted in the week of 17 May 2021 and will be invited for an **interview** (in-person or via online video-conferencing) to be scheduled in the **first week of June 2021**. **The selected candidate should preferably start in July 2021**.

Further information on the EMB is available at www.marineboard.eu. Informal enquiries about the position can be made to info@marineboard.eu or to the EMB Executive Director, Sheila Heymans (sheymans@marineboard.eu).