

Call for Application MCE/ELP

Financial Controller Management Centre Europe (1st March 2024 – 31st July 2024)

The current call recruits candidates for an assistant position in Brussels, working for the [Management Centre Europe](#) whilst being a Fellow of the [European Leadership Programme \(ELP\)](#). These elements are a unit therefore, you are applying with one single documentation to both the assistant position and the Fellowship of the ELP.

ELP

ELP is a five + five month long residential formation where the Fellows receive leadership training and support in their vocation discernment during their time in Brussels. The Fellows live and work in the heart of Europe, receive introduction to Jesuit spirituality, help marginalised communities, and follow one-on-one spiritual coaching as well as professional mentoring sessions. An opportunity to meet current and former leaders from the EU ecosystem is provided, facilitating informal discussions and testimonies of their career and the ethical challenges they face. The ELP houses harbour 20 Fellows and are located close to square Montgomery in Brussels. The Fellows usually do a traineeship programme in one of the EU institutions or NGOs in Brussels in parallel with their ELP participation, as ELP is designed to offer programs in the afterwork hours and weekends.

More info [HERE](#).

MCE

Management Centre Europe, as part of AMA Global, is a leading Learning and Development provider in Europe, Middle East and Africa. We inspire more than 1,000 organizations and over 10,000 managers and leaders through our Open Enrolment Training Programmes and our Customized Learning Solutions each year. We have been in the EMEA region for more than 58 years and our team of Learning and Development professionals can support you to achieve the impact you need at individual, team and organizational levels.

More info [HERE](#).

About the position:

- Tracking, reporting, and analysing budget variances
- Reviewing the company's financial statements to ensure they are accurate
- Preparing month-end reports for management, including profit and loss statements, balance sheets, and cash flow statements
- Recommending changes in policies or procedures that will improve financial performance
- Forecasting future financial performance
- Preparing and analysing budgets
- Providing accurate financial reports to management
- Ensuring compliance with government regulations

Admission requirements

- Assertive collection style, with strong negotiating skills.
- Ability to work to deadlines within a fast paced environment.
- Positive attitude, with a flexible approach.
- Ability to handle difficult situations. Listen and communicate effectively to gain a thorough understanding of what is required.
- Be proactive and act on own initiative, with the ability to make sense of issues and identify and solve problems.
- Strong analytical skills coupled with good commercial awareness.
- Effective time management skills.
- IT skills: office and accounting tools
- Languages: English & French (French is a plus)

Duration of the internship: 5 months with the possibility of extension starting on **March 1st 2024 until July 31st 2024**. This is a full-time position, amounting to 38 hours a week.

Financial contribution: 1250 eur/month CIP contract

The ELP rental fee, c.650-750 €, will need to be covered from this contribution. (Mandatory to live in the ELP house and community.)

Applications: Please submit your application via the [Google Form](#) of ELP. Interviews are conducted on a rolling basis. The first round of interviews is with the selection committee of ELP. If greenlighted, you pass to the second round where an interview with the team of MCE is conducted.

Deadline: 20th of February

For enquiries please contact Ms Feherekova at assistant@jesc-elp.eu or refer to the website at www.jesc-elp.eu