



We are looking for a new

# FINANCE AND ADMINISTRATION MANAGER

Le plus petit cirque du monde, Bagnex, France

***Trans Europe Halles is looking for a Finance and Administration Manager who is passionate about arts and culture to join our international team in Lund, Sweden.***

Submit your application today and join us from 1 September 2017.

## **About Trans Europe Halles**

Trans Europe Halles (TEH) is a Europe based network of cultural centres initiated by citizens and artists with almost 90 members and associates in more than 30 countries. TEH has been at the forefront of repurposing Europe's industrial buildings for arts, culture and activism since 1983.

Our mission is to strengthen the sustainable development of non-governmental cultural centres and encourage new initiatives by connecting, supporting and promoting them. We facilitate international cooperation, provide opportunities for learning and sharing, and promote the practice, impact and value of arts and culture. To achieve this, we organise two international meetings every year, coordinate international projects, run professional development trainings, support members in times of troubles and actively influence cultural policies.

## **Our core beliefs and goals**

The long-term goal of TEH is to support and strengthen the sustainable development of its members, as well as culture initiatives originated by citizens and artists and the cultural sector as a whole. For TEH, the power of culture is in inspirational, transformative experiences that have the capacity to change people, perceptions and societies. You will be working with a vibrant network of engaged cultural activists from all over Europe who share the values of the network: cultural equity, citizen participation, empowerment and sustainability.

## **A growing network**

Trans Europe Halles is a growing network involved in several international projects. From 2017 to 2021, TEH is benefiting from the financial support of the European Commission through the European Networks strand of its Creative Europe Programme, aimed to help the cultural and creative sectors to operate transnationally and to strengthen their competitiveness.



# FINANCE AND ADMINISTRATION MANAGER

## Accountability

The Finance and Administration Manager reports to the Managing Director of Trans Europe Halles.

## Role

The role of the Finance and Administration Manager is to:

- Manage the financial and administrative tasks of the organisation in a cost-effective and coherent way and ensure that resources are employed efficiently.
- Provide the Managing Director and team with regular financial reports and support in strategic and financial planning.
- Be responsible for the administration and reporting of the organisation.

## Main Responsibilities

Financial management, including:

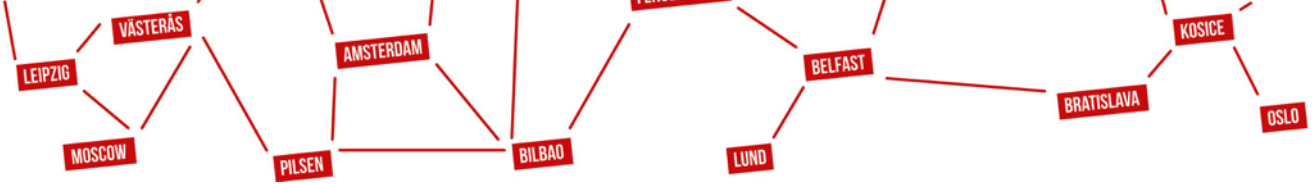
- Invoicing, cost accounting, paying bills, financial forecasts and monitor budgets and reports.
- Controlling income, cash flow and expenditure of the organisation and its projects in relation to budgets.
- Developing and managing a financial and administrative system and related procedures for the specific needs of the organisation.
- Contributing to strategic analysis and planning together with the rest of the team.

Administration, including:

- Producing financial reports as required by funders' regulations (European Commission, Swedish Arts Council, City of Lund, etc.).
- Organising and supervise office maintenance and services.
- Purchasing and monitoring inventory of office supplies.

## Experience, Skills and Abilities

- At least 3 years of professional experience as finance and administration manager.
- Experience from financial reporting to public funders, including the European Commission.
- Excellent knowledge of Sweden's statutory legislation and financial regulations.
- Experience working with international projects.
- Professional working proficiency in both English and Swedish.
- Relevant work experience in cultural and social non-profit organisations is highly valuable.



## Employment Details

Employer: Trans Europe Halles (NGO).

Contract: 1 year contract, 60% (3 days a week).

Location: TEH Coordination Office, situated at the cultural centre Mejeriet, Lund, Sweden.

Monthly salary at 60%: 17.000 SEK.

Employment starts: 1 September 2017.

## Application Procedure

Submit your application including a CV and a motivation letter describing how your experiences relate to what is required of the position of max 1 page via e-mail to [jobs@teh.net](mailto:jobs@teh.net).

**Deadline for applications: 15 June 2017 (midnight).**

Interviews: 20 and 21 June 2017.

## About TEH Coordination Office

The Coordination Office is situated in the busy cultural centre of Mejeriet in Lund, offering a wide range of concerts, film and theatre on a daily basis. The city of Lund, with its famous university attracting researchers from all over the world, has excellent connections: only 12 min by train to Malmö, 33 min to Copenhagen airport and 47 minutes to Copenhagen city.

Read more about Trans Europe Halles on [www.teh.net](http://www.teh.net).