

EURODAD FINANCE & ADMIN OFFICER

Role Purpose: You will use your skills and experience in accounting, and your attention to detail, to help manage the finances and accounts of an international network of European NGOs based in Brussels. Committed to supporting the cause of social and economic justice, you will support the Eurodad Operations team to produce accurate financial records that help the organisation make decisions and report to funders, help ensure donor compliance and liaise with grant beneficiaries, donors and suppliers. As part of a growing multinational team, you will help make sure Eurodad maintains a strong reputation for reliable and accurate accounts, timely payments of suppliers and staff, compliance with regulations and sound financial management. To ensure we continue to meet the highest standards, we are committed to training and personal development of all our staff.

Key contacts: Eurodad staff, Eurodad members and partners, funders, suppliers.

Reporting to: Eurodad Head of Operations

Salary & location: Brussels-based, full time (part-time possible - to be negotiated with successful applicant).

JOB DESCRIPTION

ACCOUNTING: 40%

- Accounts payable: collect, record and file invoices, get approval for payment, prepare payments, send proofs of payment when required
- Book costs, income, bank and credit card statements in the accounting system under the supervision of the Senior Finance and HR officer
- Monitor bank accounts for funds received and confirm reception as required.
- Be in charge of the whole bookkeeping (accounts payable & accounts receivable) of one of our partners under the supervision of the Senior Finance and HR officer
- Verify and file supporting documents ensuring compliance with Belgian regulations and donors' requirements
- Supporting the Senior Finance and HR Officer with general bookkeeping and staff expenses management

PROCUREMENT 15%

- Provide support to the Senior Operations officer to ensure that all procurement is done following Eurodad's policy and or the different donors' policies as well as preparing a detail procurement plan at the beginning of any new project undertaken by Eurodad.
- Provide support to the Senior Operations officer to ensure set up TORs and contracts as required.
- Support Eurodad's partners with procurement policy compliance issues.

HR ADMINISTRATION: 15%

- Support the Senior Finance and HR Officer with any administrative requirements such as payroll preparation, timesheets, per diem claims etc.

FINANCIAL MANAGEMENT: 30%

- Provide support in collecting and verifying financial supporting documents from project partners as required.
- Provide support to draft financial reports from Eurodad accounts and/or financial reports submitted by project partners.
- Provide support to prepare Eurodad supporting documents for auditors or project leaders.

This role description is not prescriptive and the post-holder may be required to undertake other responsibilities reasonably required by the Head of Operations in order to support the team during busy periods and fulfil the purpose of the role including the contribution to office management.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. EXPERIENCE

ESSENTIAL

- At least 2 years' experience in accounting and financial management, preferably in an NGO environment
- Managing external suppliers / Liaising with social secretariat
- Knowledge of Belgian accounting standards,

DESIRABLE

- Degree in accounting / finance, business administration, management or economics
- Experience in financial management of European Commission projects and other NGO donors
- Experience working in an international environment
- Knowledge of Belgian employment law & payroll.

2. APTITUDE, SKILLS AND KNOWLEDGE

ESSENTIAL

- Fluent English (working language of Eurodad)
- Working knowledge of French (or Dutch with basic French).
- Advanced practice of an accounting software, preferably BOB50
- Highly organised, with a commitment to meeting deadlines
- Attention to detail

3. STRONG COMMITMENT TO EURODAD'S OBJECTIVES