

# Finance Officer

## Vacancy Notice

*Full-time permanent contract – Brussels based*

### **About Eurochild**

Eurochild is an international non-governmental organisation based in Brussels, which promotes the well-being and rights of children and young people at the European level and, through its membership, in the European countries. We are supported financially by the European Commission. In the 18 years since its establishment, Eurochild has grown into one of the most influential networks on children's rights in Europe. It has almost 200 members across 37 countries in Europe, including national coalitions of children's rights ('national partner networks') in 23 countries.

### **About this position**

This position is responsible for Eurochild's day to day book keeping and ensures effective financial reporting be it for general budgets/projects He/she will be part of the Secretariat team, reporting directly to the Director of Finances and Operations (DFO) and collaborating closely with other staff members as needed. The position is well suited for someone who is highly organised, detail-oriented and motivated to play a supportive role in a dynamic, purpose-driven, international team.

**The specific responsibilities of the Finance Officer** will include & relate to:

#### *Preparatory work to an effective & reliable bookkeeping*

- Collecting and Opening daily mail
- Handle supplier relationships (ordering-payment-checking invoices)
- Prepare out going invoices including membership fees - Keeping track of fee payments
- Accounting Filing
- Chasing collecting and filing staff time sheets related to projects
- Other finance admin tasks as necessary

#### *Accounting duties and reporting tasks*

- Preparing all incoming and outgoing invoices for checking by the DFO
- Booking of incoming & outgoing invoices and other accounting operations including cost accounting booking
- Collecting and booking of bank statements
- Preparing electronic payments for checking and payment by the DFO
- Coding of salary sheets to ensure disaggregation of staff costs by person & allocation of staff costs to specific budget lines/projects
- Providing tracking information to follow invoices
- Chasing receipt and checking validity of expense claims within the deadlines +follow up
- Checking and filing of financial reports of sub-grantees with their supporting documents
- Other financial task as necessary
- Prepare financial reports for review by the DFO
- Prepare cash flow reports
- Other finance ad hoc tasks

### **Support and supervision**

The Finance Officer will report to and be line managed by the Director of Finance and Operations.

## Candidate profile

We are looking for a candidate with:

- 2-3 years of relevant experience in accounting
- Bachelor/Master in accounting
- Strong organisational and time management skills, high attention to detail, and good analytical skills
- Strong computer skills, especially Microsoft Word, Excel and Outlook
- Strong inter-personal and communication skills
- Fluency in written & spoken English and French, other EU languages are an asset
- Ability to provide 2 professional references, if selected

In addition, it is an asset if the candidate has any of the following:

- Experience of working with or for non-governmental organisations or membership-based networks
- Experience in an international, multi-cultural environment
- Knowledge of winbooks

## Conditions

- Salary depending on experience
- Benefits (13th month, lunch tickets, full hospitalisation & pension insurance)
- Location: Eurochild Secretariat, Brussels
- Preferred starting date: end of April 2023
- Type of contract: Full-time permanent contract
- The successful candidate must have the right to live and work in Belgium

### Are you interested?

#### To apply:

Please complete [this online form](#) in English, add your CV (pdf) and submit.

Deadline for applications: **Wednesday, 29 March 2023, 5pm CET.**

**Only short-listed candidates** will be notified and invited to **online interviews (planned for the week of 11 April 2023)**. The successful candidate is **expected to start end of April 2023**.

If you are not contacted by us by the beginning of April, please assume you have not been selected for the interviews. We thank you for your interest in Eurochild and wish you every success in your future.

**Confidentiality and privacy:** All information given upon application will be treated in a confidential manner and according to [Eurochild's privacy policies](#).

Eurochild is an equal opportunity employer. We are guided by the principle of non-discrimination on any ground, and we apply such principle in our day-to-day operations and in our employment practices.