

Finance and Admin Assistant

Vacancy Notice

Full-time 1-year 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 over 200 members across 41 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 financial and general administration. They will be part of the Secretariat team, reporting to the Finances Coordinator and supporting the Operations Coordinator. 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 and Admin Assistant will include & relate to:

Accounting duties and reporting tasks

- Liaise with the accountant to ensure accurate monthly bookkeeping
- Assist in reconciling accounts, preparing summaries, and checking entries
- Assist in preparing donor financial reports
- Prepare outgoing invoices including membership fees - Keeping track of fee payments
- Track expenditure against grant budgets in collaboration with the Coordinator
- Checking and filing of financial reports of sub-grantees with their supporting documents
- Other financial tasks as necessary

Preparatory work to an effective & reliable bookkeeping

- Handle supplier relationships (ordering-payment-checking invoices)
- Chasing receipt and checking validity of expense claims within the deadlines, including follow up
- Maintain the financial filing system and ensure documentation is audit-ready
- Other finance admin tasks as necessary

Support office management & general administration

- Support general administration, including but not limited to: office management, filing, membership administration
- Undertake other administrative or logistical tasks as support to the Operations Coordinator, including for example scheduling, maintaining records, taking minutes at meetings, or preparing documents

Support and supervision

The Finance and Admin Assistant will report to and be line managed by the Finance Coordinator, and will work directly with the Operations Coordinator.

Candidate profile

We are looking for a candidate with:

- 1-2 years of relevant experience in accounting
- Education in accounting (Belgian if possible)
- Good organisational skills and attention to detail
- Ability to follow procedures and maintain documentation
- Trustworthiness and discretion handling financial information
- 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

- Gross salary range: 2300 to 2900 euros
- Benefits (13th month, lunch tickets, full hospitalisation & pension insurance)
- Location: Eurochild Secretariat, Brussels
- Preferred starting date: September/October 2026
- Type of contract: Full-time 1-year contract
- The successful candidate must be either an EU citizen or in possession of a valid work permit for Belgium.

Are you interested?

To apply:

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

Deadline for applications: **Friday, 31 July 2026.**

Applications will be **reviewed on a rolling basis**. We reserve the right to close the call before the stated deadline; therefore, early applications are strongly encouraged. The successful candidate is **expected to start in September or October 2026.**

If you are not contacted by us by mid-August, 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.

If you have any questions, please contact Claire Boutry, Operations Coordinator, at Claire.boutry@eurochild.org.