

Finance and Administration Officer

The European Peacebuilding Liaison Office (EPLO) is the independent civil society platform of European NGOs, NGO networks and think tanks that are committed to peacebuilding and the prevention of violent conflict. EPLO is currently seeking a Finance and Administration Officer to ensure the effective financial and administrative functioning of EPLO. EPLO currently has 48 member organisations and a secretariat of 9 staff members. The Finance and Administration Officer will report to the Executive Director and work with EPLO's external accountant, the Assistant Director and all other EPLO staff members on certain tasks.

A. Duties and Responsibilities:

1. Administrative

- Ensure compliance on all administrative obligations required of a non-profit organization in Belgium (i.e. UBO Register, Belgian Official Journal /Moniteur Belge, Crossroads Bank for Enterprises (CBE) etc).
- Liaise with service providers (e.g. such building manager, insurance companies, travel agency etc).
- Carry out administrative and organisational tasks as requested by the Executive Director and Assistant Director

2. Events management

- Logistical and administrative support for project and network events (e.g. booking meeting venues, hotels, travel etc.)

3. Financial

- Work with EPLO's external accountant and auditor
- Pay bills, maintain timely and accurate bookkeeping, reconcile bank statements, issue invoices
- Maintain financial records both electronically and in paper format
- Monitor budget income and expenditure (with support from EPLO's external accountant)
- Prepare the financial reports for grants from the European Commission and other donors
- Prepare financial reports for internal/external audit

4. Human Resources

- Prepare staff and consultant contracts
- Monitor staff members' annual leave
- Ensure that any necessary timesheets are completed
- Liaise with the social security provider (SD Worx) to manage payroll
- Liaise with benefits insurance companies (i.e. DKV, Allianz and Sodexo)

B. Person Specification

1. Education

Essential

- Degree in a relevant subject (e.g. finance and administration)

2. Work experience

Essential

- At least two years' experience of working in a similar role in a Belgian asbl

3. Knowledge and skills

Essential

- Excellent written and spoken French and English
- Demonstrated experience with accounting software (such as WinBooks,) and Microsoft Office, particularly Excel
- Demonstrated experience of budget preparation and analysis, and bookkeeping
- Excellent communication and interpersonal skills

4. Personal qualities

Essential

- Committed to EPLO's mission
- Proactive and able to work both independently and as part of a team in a multicultural environment
- Efficient, detail-oriented and well-organised
- Able to prioritise tasks effectively
- Able to take a problem-solving approach to challenging situations
- Able to articulate and communicate complex issues clearly

C. Terms and Conditions

Contract: One-year full-time contract starting in February 2023 with the possibility of renewal following an evaluation.

Location: Brussels, Belgium (with flexibility to work from the EPLO office and from home). (NB/EPLO can only consider applicants who have the right to work in Belgium and who will be resident in Belgium during the contract period.)

Salary range: EUR 2200 to 3200 per month gross commensurate with skills and experience. (NB/EPLO also offers the following employment benefits: hospitalisation insurance, holiday pay/pécule de vacances) 13th month/prime de fin d'année, meal vouchers and travel expenses.)

Application procedure: Please complete the application form available on the EPLO website and send it to office@eplo.org.

Deadline for submission of applications: Sunday 15 January 2023 at 23:59 CET (UTC+1) (NB/ Only shortlisted candidates will be notified).

Interviews: Interviews will be conducted during the week beginning Monday 30 January 2023.