

## **Operations and Finance 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. The EPLO office consists of 9 staff members based in Brussels, Belgium.

EPLO is currently seeking an Operations and Finance Officer to ensure the effective financial and administrative functioning of EPLO. The Operations and Finance Officer is a key staff member and will report to the Executive Director and work with EPLO's external accountant and all EPLO staff members.

### **A. Duties and Responsibilities:**

#### **1. Operations and Administration**

- 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. building manager, insurance companies, travel agency, etc.)
- Carry out administrative and organisational tasks as requested by the Executive Director

#### **2. Events management**

- Be part of a team that provides 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 budgets and 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 and Work experience**

- Course work in a relevant subject (e.g. finance and administration)
- At least one year of experience of working in a similar role in a Belgian asbl

### **3. Knowledge and skills**

- Ability to write clearly in English as well as either French and/or Dutch
- 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
- Experience with EU funded projects or willingness to learn

### **4. Personal qualities**

- 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
- Willing to learn

## **C. Terms and Conditions**

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

**Location:** EPLO's offices are located near Merode metro in Etterbeek, Belgium. The position is office based at least 4 days per week with some flexibility to work from home. Please note that 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 and Benefits:** Salary is commensurate with skills and experience. EPLO also offers generous benefits package including paid holidays, hospitalisation insurance, 13th month, meal vouchers and travel expenses.

**Application procedure:** Please send a letter of motivation, CV, salary requirements and 2 references to [sreines@eplo.org](mailto:sreines@eplo.org).

(NB: At the end of your letter of motivation, please indicate whether you have the right to work in Belgium and when you would be able to start working if selected.)

**Deadline for submission of applications:** Applications will be reviewed on a rolling basis until March 31, 2023.

(NB: Only shortlisted candidates will be notified.)