



Vacancy

IFOAM EU Finance and
Administrative Assistant

Vacancy: Finance and administrative Assistant

Job title: Finance and administrative Assistant

Reports to: Finance and Operations manager

Job purpose: Helping the Finance manager in the daily running of the administrative and accounting tasks

Key tasks:

1. Finance assistance

- 1.1. Organise and prepare all accountable documents to be booked. Ensure invoices and travel reimbursements are legally, project and approval wise correct;
- 1.2. Ensure invoices email is regularly checked and keep up to date;
- 1.3. Bookkeeping Purchase and Sales ledger;
- 1.4. Scan all documents after bookkeeping;
- 1.5. Prepare all invoices, debit notes, donations and Membership Fee. Report income received to all intervenient unit.

2. Office administration

- 2.1. Liaise with service providers (phone, cleaning services, fruit provider,...);
- 2.2. Purchase office supplies and office equipment and keeping updated the list of office furniture;
- 2.3. Liaise with IT consultant and keep track of all IT equipment;
- 2.4. Cash and card management;
- 2.5. Participate to improve the office environment (plants, terrace, more environmentally friendly environment...);
- 2.6. Liaise with Belgian authority regarding registration document;
- 2.7. Answering the general phone number;
- 2.8. Taking care of the mailbox and info email address;
- 2.9. Preparing meeting rooms (support units preparing inhouse meetings);
- 2.10. Provide logistical and administrative support to the organisation and the Director

What kind of person are we looking for?

Education & Qualifications

- Technical high school degree or bachelor in relevant area
- Knowledge/qualification in bookkeeping is an asset

Experience - Essential

- 0-2 years' experience
- Good working knowledge of IT programmes (Word, Excel, Power Point)
- Effective communication skills in English including verbal and written skills
- Effective communication skills in French and/or Dutch including verbal and written skills is a strong asset

Experience - Desirable

- Work experience in Non-Governmental-Organisations
- Computer skills in BOB50 or other bookkeeping software

- Working experience in administrative assistance

Skills & Attributes

- Able to develop your work independently
- Showing self-initiative and able to propose new solutions
- High attention to detail & good organisational skills
- Ability to work in a truly intercultural environment
- Curious & creative
- Flexible & able to adapt to new situations
- Reflect and have empathy with the aims and objectives of IFOAM EU

Conditions of employment

- Full time position
- Only EU citizens or with a valid Belgian working permit
- Based at the IFOAM EU office in Brussels
- Monday to Friday, 38 hours/week
- Gross salary between 21.000,00€ and 26.000,00€ gross yearly salary (including holidays payment) depending on qualifications and experience
- Extra-legal benefit: Health insurance, meal voucher, 100% public transport payment
- Employment period: determined contract renewable

Closing date for applications:

21/04/2019

Interview date is fixed on the 30/04/2019 so please save the date

Please complete the application form and submit it (in word or PDF format) by email to employment@ifoam-eu.org.

Only applications using the form and send to the right email address will be considered.