



Vacancy

IFOAM EU Project and Finance
Administrative Coordinator

Vacancy: Project and Finance Administrative Coordinator

Job title: Project and Finance Administrative coordinator

Reports to: Project Manager

Job purpose:

1. Coordinate the implementation of the LIFE operating grant and support Project & Fundraising team, and Research & Innovation unit in the implementation of Horizon2020 projects.
2. Coordinate finance administrative tasks.
3. Helping on legal contract preparation.

Key tasks:

1. Project administration (50%)

1.1. Coordinate the administration of LIFE operating grant and ensure qualitatively and timely delivery of reports to the European Commission:

- 1.1.1. Coordinate technical report and relevant parts of the financial report and ensure their quality: liaise with colleagues responsible for the implementation of specific tasks in the framework of the annual LIFE work programme;
- 1.1.2. Prepare all other documentation requested by the European Commission and ensure timely submission of the full report;
- 1.1.3. Liaise with the European Commission regarding the implementation of the grant, including financial and technical project issues;
- 1.1.4. Assist Project Manager in the LIFE proposal development, budget, and submission;
- 1.1.5. Play active role in the preparation of LIFE audit and potential monitoring visits;
- 1.1.6. Liaise with project partners and staff members involved in projects: process reimbursement forms, invoices etc.

1.2. Coordinate the administration of projects implemented by IFOAM EU (Horizon 2020 and private foundations)

- 1.2.1. Process donors' requests regarding financial and technical project issues;
- 1.2.2. Prepare contracts and agreements related to H2020 grants;
- 1.2.3. Support the application for and implementation of H2020 projects: assist in budget preparation and negotiation, follow-up on administrative issues and provide administrative information, support the preparation of financial and technical reports;
- 1.2.4. Monitor overall project direct costs to ensure efficient use of funds.

2. Finance administration (40%)

- 2.1. Organise and prepare all accountable documents to be booked. Ensure invoices and travel reimbursements have correct information legally, project and approval wise;
- 2.2. Ensure invoices email is regularly checked and keep up to date;
- 2.3. Bookkeeping Purchase and Sales ledger;
- 2.4. Scan all documents after booking of project direct cost and life operating grant;
- 2.5. Prepare all invoices, debit notes, donations and Membership Fee. Report income received to all intervenient.

3. Legal coordinator (10%)

- 3.1. Write and coordinate with different units all service and agreements upon request.
- 3.2. Coordinate from legal perspective all project and grant agreements.

What kind of person are we looking for?

Education & Qualifications

- Bachelor's in management, finance, administration or equivalent (minimum requirement)
- Qualification in bookkeeping is a strong asset

Experience - Essential

- First experience (2-3 years) in EU projects framework and/or bookkeeping
- Strong computer skills and proven experience in Excel, PowerPoint, Word
- Effective communication skills in English including verbal and written skills

Experience - Desirable

- Work experience in Non-Governmental-Organisations
- Computer skills in BOB50 or other bookkeeping software
- Knowledge of French as well as other EU languages is an asset
- Knowledge of H2020 Participant Portal (strong asset)
- Knowledge of project related legal aspects

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 25.000€ and 33.000€ (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:

20/03/2019

Interview date is fixed on the 28/03/2019 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.