

ADMIN AND FINANCE ASSISTANT

Reporting to: Eurodad Grants, Finance and Office Manager

About Eurodad: Eurodad (the European Network on Debt and Development) is a network of 47 civil society organisations (CSOs) in 20 European countries, which works for transformative yet specific changes to global and European policies, institutions, rules and structures to ensure a democratically controlled, environmentally sustainable financial and economic system that works to eradicate poverty and ensure human rights for all. Candidates are encouraged to review our website: www.eurodad.org and subscribe to our *Development Finance Watch* newsletter for further information. A summary of our 2015-19 Strategy is [here](#).

Role Purpose:

In this entry-level NGO management position you will help ensure that the essential services required by our small multinational team are carried out effectively and efficiently. Committed to supporting the cause of social and economic justice, you will assist Eurodad's operations team in their key functions, including financial administration, accountancy, grants administration, human resources, as well as events logistics, travel arrangements and general office management. To ensure we continue to meet the highest standards, we are committed to training and personal development of all our staff.

Key contacts: Eurodad colleagues, Eurodad members and partners, funders and providers

Contract & location: Brussels-based, permanent contract. Competitive start-level salary. Attractive benefits package including Hospitalisation and Dental insurance (DKV), meal and eco vouchers, travel insurance and contribution to private pension plan.

JOB DESCRIPTION

A. ADMINISTRATION

Office management

1. Ensure smooth running of the Eurodad office including managing the procurement of supplies and contribute to general office management as required.

Human resources

1. Support the Finance and HR Officer with administrative requirements and payroll preparation (per diem claims etc.).
2. Administer recruitment processes including arranging logistics, pre-screening CVs and setting up induction processes for new members of staff.

Events & Travel

3. Organize the logistics of meetings and events as required (bi-annual conference, management team meetings, board meetings, general assemblies, team meetings, away days, strategy meetings): book and set up rooms, provide support for the preparation of background documents and take notes as required.
4. Book transportation and accommodation for staff members going abroad and for partners attending meetings or Eurodad's events in Europe in line with Eurodad's procurement policy. Coordinate visa and insurance arrangements where necessary.

B. FINANCE

1. Support the Finance and HR Officer with general bookkeeping and staff expenses management.
2. Be in charge of the bookkeeping of one of our partners under the supervision of the Finance and HR officer.
3. Verify and file supporting documents ensuring compliance with Belgian regulations and donors' requirements.

C. FUNDRAISING

1. Provide support with fundraising research and monitoring of fundraising opportunities as required.

2. Assist the Grants, Finance and Office team during busy periods and provide support as required including compilation, verification and filing of supporting documents, updating of monitoring and reporting tools etc.

This role description is not prescriptive and the post-holder may be required to undertake other responsibilities reasonably required by the Grants, Finance and Office Manager in order to support the operations team and fulfil the purpose of the role.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. EXPERIENCE

ESSENTIAL

- Relevant education, training or professional qualifications;
- Some experience in accounting, preferably in an NGO environment;
- Some experience in events organisation;
- Some knowledge of Belgian accounting standards, employment law & payroll.

DESIRABLE

- Experience working in an international environment;
- Managing external suppliers / Liaising with a Social Secretariat

2. APTITUDE, SKILLS AND KNOWLEDGE

ESSENTIAL

- Fluent English (working language of Eurodad);
- Fluent French or Dutch (working language of Eurodad suppliers);
- Highly organised, with a commitment to meeting deadlines;
- Proven attention to detail;
- Computer literate and familiar with Word, Excel, PowerPoint and Outlook.

DESIRABLE

- Some practice of an accounting software, preferably BOB50;
- Strong interest in IT, ability to provide support to colleagues.

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european network on
debt and development

3. STRONG COMMITMENT TO EURODAD'S OBJECTIVES AND CROSS-CUTTING PRIORITIES: GENDER, GLOBAL ECONOMIC GOVERNANCE AND RESPONSIBLE FINANCE STANDARDS, WHICH ARE INTEGRATED ACROSS ALL OUR WORK AREAS.