

Finance & Administration Officer Job description & person specification

Job title	Finance & Administration Officer
Location	Brussels, Belgium
Eligibility	The candidate must hold the right to work in Belgium
Hours	Full-time, 38 hours per week
Reports to	Operations Manager
Salary and benefits	Salary dependent on qualifications and experience. HCWH Europe offers a competitive salary with additional benefits such as: meal vouchers, monthly travel allowance, home working allowance, hospitalisation insurance, group pension scheme, holiday payment, and a 13-month salary
Application deadline	Applications will be reviewed on a rolling basis. HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.
Start date	ASAP

Position overview

Reporting to the Operations Manager, the Finance & Administration Officer will play an important role in supporting and strengthening the smooth, reliable, and effective function of HCWH Europe's operations, ensuring the continued success and ongoing development of our organisational culture and structure as we grow internationally.

Key responsibilities

Finance

- Support cash-flow reporting, budget preparation, and financial reporting
- Provide financial and administrative assistance to the Operations Manager and Development team for funding applications and assist with fundraising activities as required.
- Support the Operations Manager to develop regular financial reports for the Leadership Team, Board of Directors, and members.
- Timely recording and monitoring of accounting operations in Winbooks, i.e. incoming and outgoing invoices, analytical accounting, credit cards, bank statements, payroll accounting.

- Support the Operations Manager to prepare annual accounts and develop a Finance Manual.
- Maintain agenda, minutes, and prepare reports for monthly finance meetings with the Leadership Team.

Human resources

- Assist with the management of HR and liaise with the social secretariats, insurers, service providers, etc. as required.
- Coordinate HR reporting such as staff records, contracts, timesheets, etc.
- Keep the organisation's Staff Handbook up to date.

Office management and logistics

- Maintain inventory of office supplies and IT, e.g. staff laptops, and take ownership of re-ordering processes.
- Responsible for maintaining all office equipment.
- Liaise with landlord, suppliers, and contractors, and maintain contracts to ensure the smooth running of the office.
- Support the organisation of in-person meetings for staff, the Board of Directors, and the Annual General Meeting of members.
- Assist staff with travel planning and bookings as required.
- Support the Operations Manager to create, improve and implement existing administrative procedures and policies.
- Manage outgoing and incoming post.
- Manage the organisational social calendar.
- Support the Executive Director and Leadership Team with administrative tasks.

Other

- Deputise for the Operations Manager as required.
- Carry out other duties that may reasonably be required in the light of the main purpose of the job.
- Travel to meetings within Europe and internationally as required.

Line reports

None.

Qualifications and experience

Essential

- Bachelor's degree (in business preferably).
- Experience working in a similar position, preferably in a non-profit.
- Experienced in developing and implementing effective financial systems and HR policies and procedures.
- Experience working within the Belgium administrative environment.
- Interest in sustainability or the healthcare sector.

Desirable

- Experience of working with EU and non-EU foundations.
- Experience working in European non-profit or member organisations/associations.
- Working knowledge of Winbooks or similar accounting software programs.

Knowledge, skills, and abilities

- Fluency in English and high proficiency in French (written and spoken) are mandatory for this role.
- Excellent analytical, numerical, and organisational skills
- Comfortable using own initiative and taking ownership of processes.
- High levels of integrity and trustworthiness (the post holder will be expected to handle confidential and sensitive information).
- Strong interpersonal skills and ability to work both alone and as a team.
- Competent using Microsoft Office and Google Docs products. Excellent proficiency in MS Excel is required.
- Excellent communicator.
- An eye for detail and process driven.
- Ability to work under pressure and to tight deadlines.
- Positive outlook and a good team player.

How to apply

To apply for this position please send an email to jobseurope@hcwh.org

- Include your last name and the job title in the subject line, i.e. LAST NAME Finance & Administration Officer
- Attach your CV and a cover letter (Word or pdf format) explaining your motivation for the position
- Please let us know where you found the position advertised and when you would be able to start

Please note that only candidates selected for an interview will be contacted.