



Finance and Administration Officer (part-time)

GENERAL OVERVIEW

[Social Platform](#) is the largest European civil society alliance fighting for social justice and participatory democracy. Consisting of 47 pan-European networks of NGOs, Social Platform campaigns to ensure that EU policies are developed in partnership with the people they affect, respect fundamental rights, promote solidarity and improve lives.

We are currently looking for Finance and Administration Officer to join our team. This part-time time position will be based in the Social Platform office in Brussels and may require occasional travel outside of Belgium.

The Finance and Administration Officer will report directly to the Director.

OVERVIEW OF TASKS

The time allocated per week in brackets is only an indication which might be adapted according to circumstances and the skills of the person recruited.

Accounting (1.5 days a week)

- Collect, check, record and file invoices
- Verify and file supporting documents ensuring compliance with Belgian regulations and donors' requirements
- Allocate income and expenses to relevant budget codes for internal budget control and reporting to donors
- Record costs, income, bank and credit card statements in accounting system Winbooks
- Prepare, get approval for payments and pay invoices
- Invoice third parties for fees and costs reimbursements, follow up on payments, send requests for payments to members and donors
- Liaise with banks, European Commission and eventually other donors
- Liaise with external accountant and auditors for the regular external verification of our accounts
- Intermediate reporting on accounting situation

Cash flow, budget overview and forecasting (1/4 day a week)

- Prepare monthly budget overviews and cash flow forecasts for management to ensure the budget is fully spent in an accurate and efficient manner
- Prepare the punctual and yearly financial reporting to our donors according to their specific requirements (EU funded projects and others), including preparing all the documentation required to justify the expenses incurred
- Monitor bank accounts for funds received and confirm reception as required
- Prepare the Association's annual budgets and three year forecasts

Contracts, insurances and administration of Human Resources (1/4 day a week)

- Monitor changes in staff to set up new employees in the system, update the social secretariat and insurance contracts
- Maintain/update employee records and file HR documents
- Prepare staff attendance/leave records for the social secretariat to process payrolls; distribute staff's salary slips when received
- Inform the staff about their rights and update them on changes in Belgium law and regulation
- Be responsible for the selection of interns in compliance with Belgian law and Social Platform's policy
- Manage the day-to-day relationship with the insurance broker/companies
- Prepare staff timesheets for the staff to fill in
- Keep track of travels and conference budgets

Administration (1/2 day a week):

- Provide administrative assistance to the Director
- Manage accommodation and travels for the office, Management Committee and members of Social Platform delegations
- Promote the Platform's meeting room and take responsibility for external bookings
- Be responsible for keeping track of all contracts with service providers and others
- Be responsible for coordinating support to members on Belgian fiscal regulations personnel

PERSON SPECIFICATION

Required:

- Minimum 2-3 years office management and administration experience
- Minimum 2-3 years' experience in budget management and payroll administration
- Knowledge of accounting systems
- Fluency in French and English
- Excellent computer skills (Word, Excel, accounting systems, online payments, etc.)
- Experience and understanding of Belgian systems and procedures
- Experience and confidence in using up to date information technologies

Desirable:

- Experience in working in NGOs, particularly membership-based organisations
- Experience in working with EU operational grants and EU funded projects
- Working knowledge of other European languages, particularly Dutch
- Knowledge of HR policies and procedures, health and safety legislation

SKILLS AND ABILITIES

- Excellent organisational skills and attention to detail
- Ability to plan and think ahead, and to prioritise tasks
- Ability to design and manage administrative systems
- Ability to work independently
- Good problem solving skills
- Excellent interpersonal skills with a friendly outgoing personality
- Proactive and able to be hands on and provide an active support to colleagues
- Committed to working as part of a small team and significantly contribute to its effectiveness and success

ADDITIONAL DETAILS

- Social Platform offers a permanent employment contract under Belgian law.
- The contract incorporates insurance and pension schemes, transport allowance, lunch vouchers, conventional holidays and 13th month and holiday pay.
- Remuneration will depend on experience.
- Candidates should be available to start as soon as possible.
- Closing date for applications: **26 November 2017**, at midnight.
- Planned date for interviews: Friday 8 December 2017.

HOW TO APPLY

Please send your CV and motivation letter outlining how you meet the requirements to silvana.roebstorf@socialplatform.org. Each should not be longer than two pages.

Please include 'Finance and Administration Officer' in the subject line of the email. If you have any questions, please contact Silvana Roebstorf at the email address above. No phone calls.

Social Platform is an equal opportunities employer. Applications are welcomed from candidates regardless of ethnic, religious or socio-economic background, gender, marital status, disability or sexuality. Social Platform strives to pursue family-friendly employment practices.