WHO WE ARE

Social Platform is the largest European civil society alliance fighting for social justice and participatory democracy. Consisting of 49 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.

WHO WE ARE LOOKING FOR:

We are currently looking for Finance and Operations Officer to join our team. This part-time time position will based in the Social Platform office in Brussels and may require occasional travel outside of Belgium. This is an 80% post and the ideal starting date would be 6 April.

Reporting to our Director, you will be a self-starter, confident in working autonomously and with responsibility. You will enjoy ensuring that operations and administration work to support our strategy and that they are embedded in sound financial management. You will be able to juggle day to day routine work with specific projects such as event organisation, ensuring good governance and strategic planning of your areas of work. You will be a people person, able to engage with our membership, problem solve with your colleagues and be a positive first point of contact for other stakeholders.

You will be skilled in bookkeeping, project management, information management, human resource management and governance within an international and Belgian context. You will be at least bi-lingual in English and French with other languages being an asset. You will appreciate our social mission and our commitment and advocacy for fundamental rights, solidarity and social justice. You will have some knowledge of the European Institutions and in particular the grant making and reporting processes that our organisation is engaged in. You will be meticulous in your work, priding yourself on your accuracy and attention to detail as well as your ability to meet deadlines through good planning. As a team player, you will be ready to fill gaps and take on tasks as they occur and be comfortable in both leading and supporting tasks.

Social Platform uses Winbooks for our accounting and your 2 – 3 years experience of bookkeeping, budget management and financial planning should enable you to be comfortable with this software and with all financial operations. We work with external accountants and auditors and your experience will enable you to work with them to prepare financial reports and year end accounts. You should bring similar experience in operations management, bringing your knowledge of Belgian HR practice and law governing AISBL’s as well as information technology to the role. You will understand the governance of NGO’s and be able to support the Director in servicing the statutory bodies of the organisation, preparing documents, organising and attending meetings and ensuring follow up. You will be able to develop systems and process that work for everyone and can be used by everyone. You will appreciate an intercultural working environment and understand the
dynamics that it can create. You will understand the dynamics of a membership organisation and more specifically non-governmental organisations.

### WHAT WE OFFER

- A permanent employment contract under Belgian law.
- A dynamic, values driven, intercultural working environment.
- Opportunities for professional growth and development including training, progressive responsibilities and skills learning.
- A competitive salary in the range of 2172€ - 2560€ for an 80% contract. Actual placement in the range will depend on experience and qualifications. A 13th month is also paid.
- Health insurance, pension scheme, transport allowance, lunch vouchers, 20 days annual leave (pro-rated) and extra legal holidays.
- An organisation that aims for an inclusive working culture, where diversity is valued and where work and private life exist in balance.
- 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.
- Please note that applicants must already have the legal right to live and work in the European Union.

### HOW TO APPLY

Please send your CV and motivation letter outlining how you are the person we are looking for, with examples of where you have demonstrated your skills and experience, to [recruitment@socialplatform.org](mailto:recruitment@socialplatform.org). Both documents should not be longer than two pages each. The closing date for applications is 17 February 2020 9am CET.

Please include ‘Finance and Operations Officer’ in the subject line of the email. Due to the high volume of applications anticipated we will only reply to shortlisted applicants.
The following is an assessment of the specific tasks and time allocation in this post. It is for guidance and will be discussed in detail with the successful candidate.

**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 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 cash budget overview 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
- Keep track of travel and conference budgets

**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 payroll; 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 them in

**Operations Management and Governance (2 days a week):**
- Provide administrative assistance to the Director
- Participate in event management for internal and external events, liaising with venues, delegates, speakers etc.
- Manage accommodation and travel for the office, Management Committee and members for Social Platform delegations
- Work with the Director in preparing governance meetings, preparing papers, carrying out follow up and ensuring compliance with good governance practice.
- Manage the renting and use of Social Platform’s meeting room by external stakeholders including promotion and marketing of the facility.
- Liaise with telephone and information technology providers
- Responsible for keeping track of all contracts with service providers and others
- Responsible for coordinating support to members on Belgian fiscal regulations