**Job offer: Financial and Administrative Manager**

Full Time

Starting date: 01.09.2022

**About the European Bureau for Conservation and Development (EBCD)**

Founded in 1989, EBCD is an environmental international NGO, based in Brussels. Member of the International Union for Conservation of Nature (IUCN), its main objective is to promote the sustainable use of natural renewable resources both in Europe and worldwide.

It supports science-based solutions, full stakeholder participation, due consideration for socio-economic aspects and due respect for cultural diversity.

Following closely International and European issues linked to sustainable developmentwith the main focus on marine and fisheries issues, EBCD provides advice to policy makers and stakeholders and organises high level seminars and workshops, notably in the European Parliament.

EBCD is a dynamic organisation that offers interesting and varied job opportunities in a nice and young working atmosphere.

*Further information on: www.ebcd.org*

**Job responsibilities**

**Budget, Contracts and Accounting**

* Improving and optimizing reporting and planning processes.
* Analysing the gathered data for patterns, trends and insights.
* Coordinate and consolidate the annual financial plan.
* Reconcile financial records and statements with general ledger.
* Invoicing and credit control.
* Prepare periodic financial reports as required by management.
* Calculate and deal with VAT.
* Manage cash-flow.
* Analyse legal documents, including insurance policies and contracts with sponsors.
* EC Funded project (Market Advisory Council).
* Preparation of budget.
* Quarterly presentation of financial report to Executive Committee.
* Preparation of Balance sheet.
* Preparation of accounts to be audited by external auditor.
* Authorization and verification of expenses.

**Administrative management**

* Ensure the smooth function and order of the office.
* HR management: payment of salaries, order cheques repas, dealing with ACERTA and Belgian administration, dealing with staff expenses, prepare working contracts, etc.
* Ensure the availability of office equipment.
* Work with service providers (Phone, Electricity, IT service provider, Syndicat etc.) and suppliers.
* Deal with phone communications and mail management
* Update the office’s meetings calendar
* File contracts and other documents
* Ensure the office equipments are available (includes ordering stationary material)
* Ensure the smooth function and order of the office
* Basic computer trouble shooting
* Travelling and Accommodation arrangements

**Skills and knowledge**

* Bilingual (EN, FR), spoken and written. Good command of Dutch is an asset.
* Degree in financial administration
* Proficient with contract administration, budget analysis and accounting
* Very good knowledge of Microsoft office tools – word, Excel, PPT
* Experience and knowledge of Belgian administration and procedures.
* Dynamic, entrepreneurial, organised, analytical, resourceful and communicative

**Location and benefits**

The role of the Finance and Administration Manager is a full-time position (38h per week), based in the EBCD office in Brussels. The job may occasionally require flexibility in terms of working days/hours in connection with meetings and travel. EBCD offers a permanent contract (CDI, Belgium) with compensation according to the qualifications of the selected candidate. Meal vouchers are offered as part of the contract.

**Interested?**

Applications including CV and motivation letter should be sent to: panos.manias@ebcd.org