

JOB DESCRIPTION

Job Title:	Finance and Administration Officer
Location:	Brussels, Belgium
Reporting to:	Head of EU office
Salary:	€31,500 - €33,000 gross per annum (€19,000 - €20,000 pro-rata)
Contract terms and hours:	CDI 22.5 hours per week
<p>Background:</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.</p> <p>Globally, we advocate for international security and development policies that are conflict sensitive and create conditions for sustainable peace. We work on arms control, peacebuilding responses to terrorism and migration, the Sustainable Development Goals, and Gender, Peace and Security.</p> <p>Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.</p> <p>We are seeking an experienced Finance and Administration Officer to join our team in Brussels, Belgium. The post-holder will have substantial knowledge and skills in financial management. S/he will also have experience in relation to funds clearance and project approval.</p>	
<p>Job purpose:</p> <p>The post-holder will be responsible for maintaining financial, administrative systems as well as making logistical arrangements and ensuring the smooth and efficient management of the administration and financial systems for our EU office in Brussels.</p>	

Roles and responsibilities:

Financial management

- Handle invoice payments/finance requests
- Reconcile bank statements and expenses and provide monthly financial reports to the UK office
- Preparation of documents for the accountant and auditors
- Preparation for board meetings, tax declarations, publication of costs and transparency registry
- Monitor grant financial payments and financial management including reconciliations.
- Maintain a computerised accounting system in line with agreed procedures (SUN system)
- Ensure agreed reporting dates are maintained and financial policies adhered to
- Ensure expenses are authorised and processed in accordance with agreed procedures
- Monitor project and organisational spending to ensure it is to agreed budgets.
- Petty cash maintenance
- Prepare fund requests and expenditure reports
- Prepare reports for fundraising purposes
- Prepare and maintain books of accounts, annual budget, financial reports in line with donor and in-country compliance
- Conduct and maintain records of all financial transactions

Office administration

- Provide administrative support to staff when required.
- Develop and maintain effective office systems, ensuring these are consistent with Saferworld's operating requirements.
- Provide administrative support to members of staff as required
- Deal with general communications to service providers
- Develop and manage a filing system in the EU office
- Assist with the preparation of official correspondence
- Maintain and update the contacts data base
- Develop and implement a plan in line with CESI recommendations
- Maintain vendor's list useful for office purchases, services and maintenance
- Perform other administrative and organisational tasks assigned

Logistics

- Provide logistical support for visitors and Saferworld staff visiting Brussels and EU team and partners travel

Key working relationships

- Work collaboratively with the EU office team, London finance team, China team, Global Policy and Advocacy team, Human Resources in London, to ensure finance and administration processes are run in an efficient and effective manner
- Work in liaison and the Accountant, Auditor, Belgian social secretariat and administration to ensure compliance with policy, procedure and Belgian labour law.

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none">• Management of financial and administration day to day operations with oversight from Head of EU office and in liaison with London finance team• Monthly reporting
Financial resources	<ul style="list-style-type: none">• Annual budget of approximately 500,000 euros• Processing of financial transactions• Funding generation

Other resources	<ul style="list-style-type: none"> • Responsibility for information database, quality and accuracy of data (SUN system and information for accountant and auditors) • Responsibility of contacts/ activities list • Responsibility to ensure EU office compliance with Saferworld's financial policy and procedure manual
People management	N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure all accounts are completed and recorded in line with both Belgian financial regulations and EU project regulations
Person specification	
Knowledge, qualifications and experience	
<ul style="list-style-type: none"> • Solid knowledge and experience of financial and administrative management EU funded projects • Solid knowledge and experience in financial and administrative management of an office • Solid knowledge and experience in liaising with accountants, auditors and Belgian administration 	
Skills and abilities	
<ul style="list-style-type: none"> • Excellent English and French • Organised, with an eye for detail in financial and administrative management • A positive problem-solving approach • Ability to work with a team-spirit • Creativity, flexibility, self-motivation and the ability to prioritise workloads to meet deadlines and cope with pressure • Good interpersonal skills and proven ability to work as an effective team-player and to collaborate with others 	
Personal qualities	
<ul style="list-style-type: none"> • Commitment to and compliance with Saferworld's safeguarding principles • Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work • Commitment to own continuing personal and professional development • Commitment to the vision, mission and values of Saferworld 	
Other requirements	
<ul style="list-style-type: none"> • Willingness to travel regularly to the Saferworld office in London 	
Application process	
<p>To apply: Download and complete an application form at http://www.saferworld.org.uk/jobs/jobs and send to Marie Aziz at jobs@saferworld.org.uk (Ref: EUF&A)</p> <p>Deadline for applications: 16 February 2020</p> <p>We only accept completed application forms so please do send your CV</p>	