

Job Description and Person Specification

Accounting and Finance Officer, part-time, 40%

The successful candidate will have strong commitment to the vision and values of Eurocare. Eurocare is an alliance of non-governmental and public health organisations across Europe advocating for the prevention and reduction of alcohol-related harm. Member organisations are involved in advocacy and research, the provision of information and training on alcohol issues, and services for people whose lives are affected by alcohol problems. Eurocare's mission is to promote policies that prevent and reduce alcohol-related harm. Our message regarding alcohol consumption is that "less is better". Eurocare is not affiliated to and does not receive any funding from the alcohol industry or any of its social aspect organisations. Please check our website for further information.

Key responsibilities:

- Encode expenses and income in the accounting system (Exact ProAcc);
- Reconcile and maintain balance sheet accounts and general ledger operations;
- Prepare quarterly closing and financial reports;
- Preparing account/bank reconciliations;
- Provide support to the Operation Manager for the finance analysis, reporting and operations;
- Provide support to the Operation Manager by reviewing financial paperwork and procedures and make necessary changes;
- Contribute to financial reports and other financial documents for the management of organisation in accordance with the prevailing policies and procedures;
- Ensure timely and accurate quarterly and year end closure of accounts, including bank reconciliation, and submit reports to the Operation Manager and Secretary General as per prescribed deadlines;
- Prepare invoices;
- Ensure account receivables and payables activities are performed accurately and timely;
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues;
- Support with the preparation of the financial audit;
- Ensure timely and effective follow up to audit observations and recommendations
- Familiarise herself/himself with EU project financial rules;
- Support the Operation Manager to ensure all expenses are within assigned project budget
- Verify and ensure the completeness of all required supporting documentation for all payments;
- Assist the Operations Manager in preparing and reviewing budget proposals
- Assist the Operations Manager in preparing and reviewing the financial reports for the EU funded projects and tenders.

The successful candidate must meet the following criteria:

- Strong, demonstrable commitment to the EUROOCARE's vision and values;
- A qualified bachelor's degree in accounting or finance
- Work experience in Belgium and in accountancy according to the Belgian legislation and rules

- Work experience from non-governmental and not-for-profit organisations is considered an asset.
- Ability to prepare and maintain the full set of accounts
- Knowledge and hands on experience with Exact ProAcc or other Accounting Software (for non-profit)
- Proficient in oral and written English and French/ Dutch
- Proficient in Microsoft Excel

Desirable criteria include:

- High level attention to detail and accuracy an ABSOLUTE MUST
- Ability to follow through on tasks
- Flexible, creative, responsive, able to take initiative, open to learning
- Reliable
- Able to work within systems and procedures, work effectively in a small team environment involving the sharing of information and at times sharing workloads;
- Able to analyse and integrate potentially conflicting numerical, verbal and other data from a number of sources;
- Willing to demonstrate, apply and share expert technical knowledge across the organisation;
- Able to work independently and meet deadlines.

Conditions:

- Part-time position (2 days a week), based in Brussels, Belgium;
- One-year contract with possibility of extension (depending on job performance and funding);
- Salary for the 40% work time within a range of 22,000€ – 25,000€ gross/annum plus benefits (transportation and lunch vouchers);
- Opportunity for a professional who is willing to work in a European environment and experience financial reporting related to EU projects.

Application process

To apply please send your CV and a covering letter describing your motivation for this position and how your skills, qualifications and experience match the above-mentioned criteria, to Operations Manager Cristina Padeanu at info@eurocare.org

Please state “**Accounting and Finance Officer**” in the subject line.

Only successful candidates will be notified of the outcome of the selection process and invited for an online interview.

Deadline: **16 April 2023, 23:59 CET**

Interviews will take place during the third week of April

Foreseen starting date: as soon as possible (May)