



## CALL FOR APPLICATIONS

FINANCE OFFICER

European Women's Lobby Secretariat Brussels

Preferred start date: As soon as possible

Deadline for applications: 15<sup>th</sup> May 2024 23:59 CET

### WHO ARE WE?

The [European Women's Lobby \(EWL\)](#) is the largest umbrella network of women's organisations in the European Union, gathering over 2000 women's associations. The EWL has members in 26 EU Member States, three official-candidate countries, Iceland, United Kingdom as well as 17 European-wide member organisations. The EWL campaigns for a feminist Europe, promoting women's rights and equality between women and men in the European Union.

### ARE YOU THE PERSON WE ARE LOOKING FOR?

We are looking for a **FINANCE OFFICER** to support the effective and sound operations relating to finance management, in accordance with [EWL's Strategic Framework](#) (2022-2026).

### HOW TO APPLY

Please read the instructions and the role description, necessary skills and conditions carefully before you apply. As we often receive a large number of applications, we will give priority to those who can demonstrate that they meet the criteria listed.

You are requested to submit to the European Women's Lobby via email at [ewl@womenlobby.org](mailto:ewl@womenlobby.org)

- Your CV - two pages maximum in Word or PDF. Name your file as '**Last name CV FAH**'
- A maximum one-page cover letter outlining your motivation and your experience relevant to the role. Name your file as '**Last name cover letter FAH**'

Please keep in mind that only applications transmitted via the correct procedure will be considered.

**Closing date** for applications is **15<sup>th</sup> May 2024 23:59 CET**.

**Interviews of shortlisted candidates** will be held on a rolling basis.

A first interview round will be carried out online, through ZOOM.

A second interview round will be in person at our office in Brussels the following days.

### ROLE DESCRIPTION

**Role Title:** FINANCE OFFICER  
**Reporting To:** FINANCE AND ADMINISTRATION DIRECTOR  
**Location:** EWL Secretariat, Brussels

### ROLE PROFILE

The role is within the European Women's Lobby (EWL) Secretariat based in Brussels, with the purpose of participating in the smooth running of finances and administration of the European Women's Lobby, through providing support to the Finance and Administrative Hub.

The list of tasks below is not exhaustive. In addition to support, the candidate may be required to lead certain tasks.

## Overall responsibilities

1. **Finance:** Support the Finance and Administration Director with the financial administration and compliance of the organisation
2. **Finance administration of the EWL's re-granting scheme**
3. **Office administration:** Support the Finance and Administration Director in the efficient office functioning and ensuring EWL's office space is welcoming, inclusive and well organised.
4. **HR:** Support the Finance and Administration Director with HR administration.

Specific tasks (this list is not exhaustive), the candidate may be required to lead certain tasks.

1. **FINANCE:** Support the Finance and Administration Director with the financial administration and compliance of the organisation:
  - ✓ Support with preparation, recording, follow up and filing of EWL's finances: invoicing and payments...;
  - ✓ Support with preparing the financial documentation for audits of EWL's accounts;
  - ✓ Support the compilation of financial documents for grant applications and reporting to the Funders;
  - ✓ Preparation, registration and follow up of invoices to suppliers in line with EWL's Finance Manual and legal requirements;
  - ✓ Support colleagues with administrative processes.
2. **MASF: Financial Administration of the EWL 2024 re-granting scheme (MASF), in particular support to colleagues for the overall monitoring of:**
  - ✓ Budget
  - ✓ Contracts
  - ✓ Reporting
3. **OFFICE MAINTENANCE AND PROCUREMENT:** Support the EWL Secretariat in the efficient office functioning and ensuring EWL's office space is welcoming and inclusive space
  - ✓ Office's IT equipment and online tools, systems, including maintaining an inventory of equipment;
  - ✓ Data protection procedures and policies;
  - ✓ Support colleagues with effective and ethical procurement processes.
  - ✓ General administrative support such as greeting visitors, handle incoming calls, filing and other related tasks.
4. **HUMAN RESOURCES:** support the Finance and Administration Director in the administration of human resources, specifically:
  - ✓ Support on human resources administration such as payroll, time-sheets, extra-legal benefit and insurances;
  - ✓ Filing of employment and internship contracts and documents;
  - ✓ Support in the preparation of a Human Resources Guide for staff

## SKILLS & EXPERIENCE

### Essential Skills:

- ✓ 3 to five 5 years of experience in Finance, Administration, and HR functions;
- ✓ Financial literacy and skills including experience of processing payments, supporting audits, processing financial documents and implementing finance procedures;
- ✓ **Experience in EC grants and reporting**
- ✓ Solid IT and technology skills, Microsoft Office, Excel, online meeting systems;
- ✓ Excellent organisational and time management skills;

- ✓ Strong communication and interpersonal skills with diplomatic attitude in all circumstances;
- ✓ Proficiency in spoken and written French and English is essential;
- ✓ Solution-oriented, resourceful and pro-active;
- ✓ Capable of working in a team, while flexible and autonomous

**Additional skills:**

- ✓ Knowledge of Winbooks
- ✓ Previous experience in civil society and/or membership organisation
- ✓ Background in Management, Finance or Accounting or equivalent professional experience
- ✓ Openness to learn

## WHAT WE OFFER

- ✓ The opportunity to support the work of the leading European women's rights organisation, protecting and promoting the rights of millions of women in 26 EU Member States and three Candidate Countries as well as European-wide organisations;
- ✓ A relaxed office environment, personal autonomy, the possibility of teleworking partially, and room for innovation;
- ✓ A friendly and lively international environment in a small team of 15 dedicated feminists;
- ✓ Environment committed to staff development and personal development;
- ✓ The possibility to contribute to the administration of an umbrella movement organisation operating at EU level;
- ✓ A full time, fixed-term (12 months) contract under Belgian labour law starting as **soon as possible**;
- ✓ A gross salary of 3.466 EUR/month plus benefits lunch vouchers and reimbursement of local transportation, and (after six months): group pension insurance, health insurance (hospitalisation)