



FINANCE AND ADMINISTRATION OFFICER VACANCY

ROLE DESCRIPTION AND PURPOSE

Eurosif is seeking to recruit a Finance and Administration Officer to support our team by ensuring smooth and effective financial and administrative management, monitoring and reliable reporting. The successful candidate will work closely with, and report to, the Executive Director of Eurosif. This is a part-time position based in Brussels, with the possibility to work some days remotely.

This is a new position so we will shape this role jointly, based on the specific needs of the organisation and your unique skill set.

KEY RESPONSIBILITIES

- Support the financial management of the organisation including: budget spending monitoring, reporting and optimisation, supporting preparation of financial reports in line with approved budgets in cooperation with the accountant, implementation of financial allocation decisions, support of audit activities, etc.
- Invoice management from and towards members and service providers, processing invoices / tickets internally and to the accountant, facilitation of payments
- Administrative support including answering administrative queries, verifying contracts, assisting in ensuring compliance with Belgian law, including filing documents in Moniteur Belge etc.
- Admin support for preparing grant applications and support in grant execution monitoring and reporting, particularly on the financial side
- Support the Executive Director in preparing financial documents for the Board and AGM
- Support the Executive Director in other legal, administrative, and HR-related matters
- Support team and office logistics, including of meetings, events; maintaining office supplies and equipment, making travel arrangements for team members
- Updating the contacts database
- Assist in other tasks when requested.

ROLE REQUIREMENTS

- Minimum of two years' experience in finance and administration / office management , ideally in a Brussels-based non-profit organisation
- Written and spoken fluency in English and French
- Excellence in working with Excel spreadsheets and financial data management systems
- Professional, reliable and with great attention to detail
- Well-organised, good at prioritising and meeting deadlines
- Positive attitude and team-player, while able to work autonomously
- Proficiency in Microsoft Office Package (PowerPoint, Excel, Word, Ms Teams, etc.)
- Experience in EU and other grant applications, administration and reporting would be a big plus
- Legal right to work in Belgium

What we offer

- A ½ FTE Belgian contract (CDD for a year or CDI negotiable)
- Attractive compensation package, corresponding to the level of experience and skills of the successful candidate
- Flexible working style (hybrid office/home setting) with flexible working hours adjusted to the team and personal needs
- Opportunity to work in a dynamic, diverse, inclusive and international team, and a growing organisation
- A friendly working environment

We are looking for the best person for the job. We also want you to have room to grow, things to learn and experience to gain. If you see yourself in a mission-driven working environment, in an organisation in its growth phase, please apply even if you do not meet all of the above criteria perfectly.

Application process

Please send your application entitled “Finance and Administration Officer”, including a CV and a cover letter / email, by **23:59 on Monday 13 May** to contact@eurosif.org. Please note that only complete applications will be considered.

About Eurosif

Eurosif is the leading European association for the promotion and advancement of sustainable and responsible investment across Europe. Eurosif’s membership is comprised of Europe-based national Sustainable Investment Fora (SIFs). Each of the SIFs has a broad and diverse membership including asset managers, institutional investors, index providers and ESG research & analytics providers.

Main activities of the organisation involve:

- actively contributing to the EU public policy and regulatory developments in the area of sustainable finance
- conducting research that enables a better understanding of sustainable investment and the obstacles encountered by sustainability-oriented investors
- promoting best practices in sustainable investment
- helping develop national sustainable finance fora across Europe

Eurosif has its premises in the EU quarter in Brussels. The team is small but international and composed of motivated and friendly professionals who care about sustainable development.