



Climate Action Network Europe is looking for a Full-time (or 4/5) Finance & Admin Officer for an open-ended contract

CAN Europe, Europe's largest coalition working on climate and energy issues, is currently seeking a Finance and Admin Officer to join our team in Brussels and replace a colleague who will go on pension in Spring 2023. An induction period of several months is therefore planned to ensure a smooth running of all procedures and processes in place. This position will offer the successful candidate an opportunity to be at the core of the largest European movement for global change working to halt climate change and that will affect people and the planet for centuries to come.

Required Educational/professional qualifications

- Bachelor degree or equivalent qualification preferably in management, accounting or economics;
- Relevant professional experience is an asset;
- Experience in book-keeping, knowledge of an accounting software;
- Excellent written and spoken English; Fluent in French or Dutch is an asset.

Preferred/desirable qualifications

- Relevant professional or voluntary experience with NGOs or in an international network;
- Knowledge or experience with reporting to different public donors (European Commission, EU Members States,...) is considered an asset;
- Knowledge and/or experience with Belgian employment legislation is considered an asset;
- Computer skills (Office package);
- Organisational, interpersonal and team-working skills, flexibility, and reliability;
- Problem solving and good communication skills;
- Team-work with people from a wide range of countries;
- Management of multiple tasks.

Main duties will include:

- Preparation of payments of the secretariat;
- Encoding of expenses and income in the accounting software of the secretariat;
- Support for the Financial reporting to donors;
- Support for the Belgian payroll management;
- Support the Head of Operations in the day-to-day operations.

This position is based in the CAN Europe secretariat, which houses 35 staff members out of a 55 people team, in Mundo-B, the sustainable NGO office space near the St. Boniface neighborhood of Brussels. The bright, sunny office provides an exciting work environment with a restaurant serving

organic food, an outdoor terrace, two gardens and plentiful bike-parking spaces. Our teleworking policy currently requests from every staff member to work from the office at least one day/week.

This position is full time and based on an open-ended Belgian contract. Remuneration for the job will be between 2 930,0EUR and 3 900,0EUR gross/month, depending on the years of relevant experience (from 0 to 20 years) and subject to Belgian taxes. Extra benefits include lunch vouchers (7EUR/day), culture & eco vouchers (30EUR/month), phone compensation (39EUR), teleworking allowance & full reimbursement of local transport costs.

To apply, please send a letter of motivation and CV in English to jobs@caneurope.org with “Finance & Admin Officer” as subject line.

Closing date for applications: **Wednesday 14 September 2022 at midnight**

First round of Interviews preferably between 19 & 23 September (online)

Second round of interviews between 26 & 29 September (in Brussels)

Expected start date: as soon as possible thereafter.

Contact

Inquiries to Lionel Dehalu, Head of Operations, lionel@caneurope.org +32 2 894 46 77



CAN Europe Job Description

Position/Title	Finance & Admin Officer
Goal of Position	Assist the admin team in the payments, accounting encoding of expenses and income, in its reporting duties towards donors and Belgian State and in the payroll and HR/admin management.
Main functions & responsibilities	<p>Finance</p> <ul style="list-style-type: none"> ▪ Prepare payments and analytical bookkeeping upon instructions of the Head of Operations ▪ Follow-up of the membership fees and liaise with the Fundraising Coordinator ▪ Assist the Head of Operations with audit, financial reports, justifications and financial management ▪ Revise staff cost claims <p>Human resources</p> <ul style="list-style-type: none"> ▪ Assist the HR Coordinator in the monthly Belgian payroll management (timesheets, vouchers, link with the social secretariat) ▪ Assist the HR Coordinator in the logistical management of the hiring processes <p>Additional input to internal affairs</p> <ul style="list-style-type: none"> ▪ Participate in admin team meetings and team-wide processes and matters relevant to the organisation as a whole as required ▪ Support and provide back-up for other members of the admin team ▪ Finances coordinator and/or Head of Operations is your back up in case of absence
Supervisory responsibilities	None
Line management	This position is managed by the Head of Operations
Time requirements	Full time

% of Time	Main team responsibilities
70	Administration and finances
20	Management and planning
10	Communication and representation
0	Capacity and outreach
0	Policy work and coordination
100	TOTAL
% of Time	Specific responsibilities
60	Finance
20	Human resources
20	Internal affairs
100	TOTAL