



## Job description

### Administration and finance Officer

#### Who we are?

The European Civic Forum (ECF) is a transnational network that brings together over 100 associations and NGOs across 27 countries in Europe and is actively working to promote civic and popular ownership of Europe, to foster citizens' participation and the emergence of a European public space where the role and influence of civil society are fully recognized through the setting up of a genuine European civil dialogue.

#### What we stand for?

Since its creation in 2005, the European Civic Forum has been particularly working to:

- Enable **civic participation** through citizens' associations and movements **for a Europe** grounded on **Equality, Solidarity and Democracy** that guarantees effective access to rights for all
- Support the **structuring of European civil society movement** through alliance building, collective thinking and joint campaigning for the common good
- Fight for the institutional recognition of civil society through the setting up of a genuine **European civil dialogue**
- **Monitor and analyse** the evolution of civil society space in Europe via the **Civic Space Watch**

#### How we take action?

- We connect civil society actors transnationally and cross-sectorally through conferences, forums, alliances, working groups
- We participate in civil dialogue structures at European level
- We advocate and campaign for the recognition of civil society organisations in the policy making process at European, national or local level

Please feel free to visit our [website](#), as well as [Civic Space Watch](#) and read our last [annual report](#) and [strategic priorities](#) for more information about ECF and our activities.

## **JOB DESCRIPTION**

The ECF secretariat is composed of a small but dynamic and multi-task team, responsible for the implementation of the work programme and the day-to-day management of the network.

Team spirit, empathy and care, mutual respect and trust are values at the core of our work with other, within the secretariat, the governance team and the wider network!

We are currently seeking an administrative and financial officer for our Brussels-based office, able to work effectively in French and English.

## **MAIN RESPONSIBILITIES**

### **Key financial operations tasks**

- Maintain streamlined financial and accounting procedures, including the ordering, processing and payment; preparation of invoices;
- Contribute to the running of ECF financial operations by compiling and monitoring the association budgets and preparing accurate financial reports for the Secretary General, reconciliations, and audits, liaising with ECF external accountants and auditors;
- Provide support to fundraising and reporting, including collection of timesheets, invoices, and receipts; calculation of hourly rates; and preparation of financial reports in line with EU standards and requirements in collaboration with the Secretary General.

### **HR and administrative tasks**

- General administration (filing and archiving documents online and offline, travel and accommodation bookings, liaise with proprietor, office/kitchen supplies, cleaning company and other suppliers);
- Human resources (relation with social secretariat, salaries, leave requests, Sodexo orders, drafting contracts, Prevention and Protection at Work reports);
- Support the administration of new contracts for employees, consultants, and interns, and ensure the efficient and timely management of ongoing contracts, including the payment of payrolls, and staff and contractors' reimbursements.
- Ensure proper office management, provide administrative and logistical support to the ECF secretariat, including governance, project and working groups meetings
- Oversee the filing and archiving of financial and administrative documents and prepare and distribute memos and reports;
- Contribute to project planning, record-keeping, and other general administration tasks.

The job description gives a general outline of the main tasks and responsibilities and is not exhaustive. As multi-task position, it includes the possibility to contribute to other ad-hoc projects and support your team mates as necessary. This may include communication, assisting with events management and logistics or other tasks according to the candidate's profile.

## CANDIDATE PROFILE

### Skills, knowledge and experience

- Educated to degree level or equivalent experience
- Experience in managing day-to-day administration, ideally in a multi-cultural, NGO environment
- Sound knowledge of Belgian employment policies and laws
- Excellent written and oral communication skills in French and English
- Good literacy/numeracy skills
- Good IT skills (Microsoft 365, Office Pack, etc.)
- Experience in event organization and preparation

### Personal attributes

- Strong organizational and multi-tasking skills
- Good team-player skills including commitment and flexibility
- Attention to detail and eye for accuracy
- Ability to work to deadlines and follow-up on tasks – comfortable in setting and sticking to own deadlines and responding to others'
- Ability to work independently and propose new actions as appropriate
- Tact, diplomacy, and discretion
- Ability to work with staff at all levels and from diverse backgrounds
- Interest in the civic sector, advancing civil and human rights
- Ability to work within a European membership-based organization

## TERMS AND CONDITIONS

**Location:** Brussels office, rue du Congrès 13.

**Reporting to:** ECF Secretary General, based in Paris.

The ECF is an equal opportunities employer, committed to workplace diversity and inclusion of people from diverse backgrounds, abilities, and experiences. We strongly encourage qualified candidates from diverse backgrounds to apply!

**Duration:** undetermined period contract to start as soon as possible.

**Working hours:** Part-time starting position - 24 hours per week (flexibility in the organisation of working hours both timewise and remote/office presence). Full-time on medium term.

**Remuneration:** 1 500 € gross per month (full-time equivalent entry salary 2500 monthly gross), 70% of transport from home to office, [pécule de vacances](#).

**Annual leave:** 20 days of annual leave, plus one week during winter holidays. Bank holidays that fall on Saturdays or Sundays are recovered.

## TO APPLY

Please send your CV, covering letter and references in EN by e-mail to [contact@civic-forum.eu](mailto:contact@civic-forum.eu) by **20 May 2022** at the latest. Please note that we will be able to contact only short-listed candidates for interviews. Online interviews with selected candidates will take place in French and English end May.