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Finance and Administration Officer

Job description

Who we are

European Civic Forum (ECF) is a pan-European network of nearly 100 associations and NGOs across 30 European countries. Founded in 2005 by our member organisations, we have spent nearly two decades working to **protect civic space, enable civic participation, and build civil dialogue** for more **equality, solidarity, and democracy** in Europe.

What we stand for

Since its creation in 2005, the European Civic Forum has been 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** through alliance building, collective thinking and joint campaigning for the common good.
- Bring institutional recognition of civil society through the setting up of genuine **European civil dialogue**.
- **Monitor and analyse** the evolution of civil society space in Europe through our **Civic Space Watch** platform.

How we take action

- We work to protect and expand civic space through monitoring and analysing developments, alerting on restrictions, and advocating for an enabling environment for civil society.
- We connect civil society transnationally and cross-sectorally through alliances, campaigns and projects. We celebrate civic society's success stories and support and build networks to enhance civic actors' resilience.



- We advocate and campaign for the recognition of civil society organisations in the policy making process at the European, national, and local levels.

For more information, please feel free to visit our [website](#) and [Civic Space Watch](#), and read our latest [annual report](#) and [strategic priorities](#).

Job description

The ECF secretariat is composed of a small but dynamic and multi-task team, responsible for the implementation of our annual 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 others, within the secretariat, the governance team, and the wider network!

Are you a professional in administrative and financial management, bilingual in French and English, and would like to put your skills to good use in an organisation working to defend civic space and civil liberties? Then this offer may be for you! This role will help create the conditions for a thriving organisation by building and maintaining the operational backbone of the organisation (ensuring strong systems for finance, administration, and human resources), while fostering a culture of care, learning, and inclusion.

The Finance and Administration Officer works closely with the core management team (composed of Secretary General, Deputy Secretary General and Administration and Network Development Director) to strengthen a healthy, values-driven, and resilient organisation.

ECF HR policies need further development to ensure full alignment with European labour standards and evolving best practices. This process is closely linked to the development of ECF's forthcoming Charter of Values, which will embed a strong commitment to wellbeing, inclusion, and accountability across all areas of the organisation's work, ensuring that HR policies not only regulate procedures but also actively shape a caring, inclusive, and accountable organisational culture that reflects ECF's mission and values.

Main responsibilities

1. Key financial operations tasks

- Budgetary control and monitoring of expenses and accounting process, including ordering, processing and payments, and preparation of invoices.
- Carrying out budget monitoring and steady reporting; assisting in the preparation of financial reports, reconciliations and audits, and liaising with external accountant and auditors.
- Preparing the financial reporting of projects and grants, including collection of timesheets, invoices, and receipts, calculation of hourly rates, in line with EU standards and requirements, in collaboration with the line manager and the core management team.
- Monitoring of calls for projects and other fundraising opportunities.

2. Administration

- General administration and office management: organisation of office operations and procedures; managing logistics for events, such as travel, accommodation, venue and catering bookings and the refunding of participants.
- Maintaining office efficiency by planning and implementing office systems, supplies and equipment procurement.
- Supporting 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 contractor reimbursements.
- Events management, administrative and logistical support to ECF membership management, and preparation of reports of internal meetings.
- Overseeing the filing and archiving of financial and administrative documents; preparing and distributing memos and reports; establishing standards and procedures, measuring results and making necessary adjustments.
- Training staff members in administrative procedures to ensure compliance with Belgian law and grant management and reporting requirements. Work with the management team to organise staff training on issues of common interest.
- Support the development and implementation of Planning, Monitoring, Evaluation and Learning (PMEL) processes and spaces.
- Help create spaces for team learning, reflection, team bonding and feedback, contributing to the evaluation and support of individual development, organisational impact and staff satisfaction.
- Support the management team in creating space to promote reflection and shared understanding of impact.
- Support the management team in developing mitigating strategies for operational and organisational risks.

3. People, Culture and Talent Development

- Manage HR administration and compliance (contracts, payroll, benefits, leave, health & safety, wellbeing at work).
- Liaising with social secretariat for monthly payrolls, leave requests, meal vouchers orders, Prevention and Protection at Work reports, well-being at work policies; supporting the core management team in drafting contracts and in the design and implementation of HR strategy.
- Support the ongoing review and implementation of ECF's HR policies, ensuring alignment with Belgian law and the ECF's mission and values (HR, diversity and inclusion, sustainability, safeguarding, burnout prevention).
- Contribute to embedding wellbeing, inclusion, and accountability in ECF's everyday work.
- Support managers and team members in understanding and applying HR policies as living instruments that foster collaboration, trust, and shared learning.
- Coordinate recruitment, onboarding, and staff development processes, ensuring a supportive and transparent experience for all.

Requirements for the position

- 3-5 years experience in a similar position, managing day-to-day administration and financial planning and analysis — ideally in a multicultural, NGO environment.
- Experience with EU grants financial management and reporting.
- Excellent written and oral communication skills in French and English.
- Experience with Belgian employment policies and laws.

Skills

- Excellent IT skills: proficiency in Excel and experience with office management, HR and bookkeeping software.
- Ability to balance attention to operational detail with a people-centred approach that values collaboration, wellbeing, and inclusion.
- Organisational skills to set up and manage processes, deadlines and prioritise workload.
- Excellent team player skills including commitment and flexibility.
- Ability to work independently and propose new actions when appropriate.
- Ability to work in a multicultural environment.
- Interest in the civil society sector and advancing civil and human rights within a European membership-based organisation.

What we offer

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

As we are very keen on ensuring a good work-life balance, we implement the 4-day work week every other week (see details below) and ensure flexibility in the organisation of working hours both timewise and remote/office presence.

Location: Hybrid — Brussels office (Rue du Congrès 13) and remote (2 teleworking days per week).

Duration: Permanent, full-time position.

Reporting to: Administration and Network Development Director

Working hours: You are employed on a 38 hours/week contract. An effective 35-hour work week is achieved through the allocation of 18 compensatory rest days per year, to be taken by the whole staff team every second Friday.

Remuneration (gross):

- €3,728.50

Benefits package:

- **Representation fee:** €40/month net.
- **Teleworking fee:** €50/month net.
- **100% coverage of Brussels public transportation season ticket:** €55/month net.
- **Meal vouchers:** €8 per effective workday.
- **Home office kit:** €200 (reimbursement of equipment purchase), one time.
- **Holiday bonus (“pécule de vacances”):** around 60% of the monthly salary, in May.
- **End of the year bonus:** around 40% of the monthly salary, in December.

- **Portable laptop**
- **Personal-life-friendly job:** flexibility for family, activism, health, and other reasons; flexible remote working days.

Holidays: 20 days of legal annual paid leave, plus 5 days of paid extra-legal holidays. New staff that are not entitled to paid holidays under Belgian law are offered compensatory paid leave by ECF. Bank holidays that fall on Saturdays or Sundays are recovered on the following Monday.

How to apply

To apply for this position, please send us your resume and motivation letter structured around the job requirements (precise examples of relevant experience will be welcome) at recruitment@civic-forum.eu. Deadline for applications is 18 January. Position to start as soon as possible. Only selected candidates will be contacted. Interviews to be held ideally until 29 January.