

## Search for a Finance and Administrative Officer

NEF is recruiting for a Finance and Administrative Assistant to provide administrative, financial and operational support to the team in Brussels. You will support the development and implementation of efficient systems and processes to contribute to an enabling working environment. You will report to the NEF executive director and must have prior administrative experience, be efficient, an excellent multi-tasker, and a team player that is able to operate in a fast-paced environment.

To be successful, you should have at least 3-5 years' work experience in a similar role with excellent computer skills and demonstrated proficiency with office technology, including Microsoft Office. You must be fluent in English and French.

NEF is an operational platform that seeks to develop joint initiatives between foundations and other actors. The Network of European Foundations (NEF) supports projects in several fields – socio-economic, educational and in international development – in Europe and in the world (<http://www.nef-europe.org>).

Essential duties and responsibilities will include:

- Finances
  - Making the payments
  - Preparing the financial reports and budgets for the projects
  - Following and upgrading the NEF financial guidelines and tools
  - Supporting the NEF audit and liaising with the NEF accounting team
  
- Administrative and Operational Support
  - Daily management of the office: post, supplies and so on
  - Dealing with main suppliers, especially the connections with the IT external support team and the new web platform provider
  - Following the attendance of the employees, making the monthly declaration to the Secretariat social and following employees' benefits (insurance, chèque repas...).
  - Updating guidelines for the IT and office systems
  - Implementing and updating procedures relative to the office management (desks rental, safety procedures, HR procedures...)
  - Preparing logistics for meetings
  - Follow-up on legal/fiscal requirements for the association as requested
  - Maintenance of NEF website
  - Handling administrative procedures such as finalising contracts from approval to signing, checking invoices
  - Liaising with potential consultants/suppliers and following up on proposals/offers and updating the database of consultants for the different projects

Candidate profile

- Bachelor's degree in a relevant field of study or equivalent experience/education
- At least 3-5 years of work experience in a similar role
- Fluent in English and French/Or Dutch
- Experience with record keeping, budget/finance and contract administration is essential
- Administrative experience within an NGO or international environment preferred
- Excellent computer skills and demonstrated proficiency with the office technology including Microsoft Office and mail chimp or other newsletter/website technology
- Experience with multi-tasking and working independently on administrative tasks
- Proven ability to work efficiently in a fast-paced environment; to troubleshoot and follow projects through to completion, consistently on schedule, without loss of attention to detail
- Service-oriented experience
- Excellent written and verbal communication, organizational, and interpersonal skills
- Flexible and adaptable approach to work

Competitive rates of pay apply (lunch vouchers and health pension).

Indefinite contract for a full time position.

Send your CV and a cover letter to [info@nef-europe.org](mailto:info@nef-europe.org) before December 14, 2018.

Interviews will take place in the 2<sup>nd</sup> week of January in Brussels.

Start date: ASAP.

Only shortlisted applicants will receive notification.