



## **Eurodiaconia is looking to recruit a Finance Officer (Part Time 6 – 8 hours per week)**

**Eurodiaconia** is a federation of organisations, institutions and churches providing social and health services and education on a Christian value base.

Members' activities facilitate social cohesion and inclusion through the provision of social and health services to young and old, people experiencing marginalisation, exclusion and poverty and situations of abuse.

**Eurodiaconia** creates a platform for diaconal actors in over 20 European countries which facilitate trans-national networking. It also creates a link between the regional, national and European levels, developing ideas and feeding into policies to combat social exclusion; in creating more just societies and in securing dignity for every human being.

We are currently looking for a dynamic, motivated and skilled individual in the position of **Finance Officer for six to eight hours per week**. Flexible working conditions are available.

### **The Job**

As the Finance Officer for a small yet active organisation you will be responsible for the day to day book keeping and accountancy. You will have as your goal to ensure the efficient financial administration of Eurodiaconia and ensure that we deliver accurate and informative financial reports to our members, our donors and our Board. You will need to be able to work autonomously but also as part of a small team and you will also work with an external accountant who oversees our management accounting. You should be experienced and qualified in book – keeping and basic accountancy and be familiar with accounting software such as WINGS. You will combine your high degree of accuracy with flexibility and understanding of your colleagues work.

### **How to Apply**

Please send a CV and cover letter explaining your motivation and why you would be a good candidate for the position based on your experience and skills. Send your application by email only to Heather Roy, Secretary General [heather.roy@eurodiaconia.org](mailto:heather.roy@eurodiaconia.org) with APPLICATION FINANCE OFFICER in the Subject line. The closing date for applications is 3 February 2012. We anticipate a starting date in March 2012.

Please note that due to the high volume of applications anticipated, we will only contact shortlisted candidates. Please accept our thanks in advance for your application.

For more information or questions regarding the post please contact Heather Roy at +32 2234 3860 or at [heather.roy@eurodiaconia.org](mailto:heather.roy@eurodiaconia.org).

For more information about us visit [www.eurodiaconia.org](http://www.eurodiaconia.org)





## Job Description

### Finance Officer

#### Purpose of job:

***to contribute to the day to day running of the Eurodiaconia secretariat through exceptional financial management ability, ensuring timely and accurate reporting and advice.***

#### Main tasks:

- To undertake all financial tasks relating to the efficient running of an international secretariat.
- Provide practical event support to events
- Receive, organize and pay suppliers and generate invoices for membership fees, contributions and other items.
- Liaise with members on support to attend events.
- Monitor income and expenditure on a regular basis to ensure sufficient cash flow.
- Manage and reconcile the petty cash and bank accounts each month.
- Enter, update and retrieve accounting data into/from our accounting system (WINGS)
- Prepare monthly salary information and liaise with Partena on day to day HR matters.
- Ensure good financial systems and processes in the Organisation.
- Prepare monthly financial reports (income and expenditure report) and identify any areas of concern.
- Prepare various schedules including register of assets, depreciation etc.
- Prepare quarterly accounts for review by the Financial Advisor, Supervisory Board and Secretary General.
- Preparing accountancy books for check by external accountant
- Carry out all tasks related to the closing of the financial year and prepare all documents and procedures for the yearly audit.
- Organize and support the yearly external audit.
- Assist the Secretary General in the preparation of reports for funding received from the European Commission and other relevant bodies.
- Ensure that legal requirements such as depositing of accounts with the relevant Belgian authorities, TVA etc. are met by Eurodiaconia.
- Contribute to developing an effective team approach with other colleagues.



## PERSON SPECIFICATION

### Knowledge and Abilities

- Sympathy and acceptance of the goals of Eurodiaconia and to the principles of Diaconia
- Relevant education, training and professional qualifications
- Experience in the field of bookkeeping and accounting
  - Experience of keeping financial records and preparing documents for accounting purposes
  - Experience of receiving, raising, analyzing and recording invoices, credit notes, petty cash, and other financial documents in an accounting package such as Win Books.
  - Experience of preparing monthly statements of expenditure for specific projects and for overall expenditure.
  - Experience of preparing quarterly and year end accounts and monitoring and preparing budgets.
  - Experience of external audit
  - Experience of keeping employment records and managing a payroll.
- Capable of working independently and extremely accurately
- Excellent organisational skills
- Flexible and adaptable
- Stress resistant
- Open and friendly personality, able to work efficiently in an international team
- Excellent command of written and spoken English and either French or Dutch at a good working level
- Computer literacy in Microsoft Office applications and accounting software such as WINGS.

### Remuneration Package

The person will be employed under Belgian law. Salary will be in line with Eurodiaconia salary scales and based on experience. Pension and health insurance are also provided as are Lunch Vouchers.