



Vacancy
IFOAM Organics Europe
Finance and Office Administration
Assistant

Vacancy:

About IFOAM Organics Europe

IFOAM Organics Europe is the European umbrella organisation for organic food and farming. We represent organic in European policymaking and advocate for a transformation of food and farming. Our work is based on the principles of organic agriculture – health, ecology, fairness, and care. With 200 members in 34 European countries, our work spans the entire organic food chain. The European institutions recognise IFOAM Organics Europe as the leading advocate for organic food and farming on EU policy.

Job title: Finance and Office Administrative Assistant

Job purpose:

The Administrative Assistant will organize and manage the office's day-to-day finance administration. Will ensure effectiveness and compliance with internal finance procedures and maintain the quality of data management. Will assist the Finance Consultant.

The Administrative Assistant plays a crucial role in ensuring that office operations run smoothly and accurately and that financial records are maintained in compliance with internal procedures.

Interviews with the selected candidates will take place between 12 and 14 July. Please, make sure to save these dates.

Key tasks:

Finance Administration:

- Managing financial administration: this involves maintaining accurate document management of financial transactions, including invoices, receipts, and bank statements. The finance assistant may also be responsible for filing and organizing these records
- Preparing sales invoices
- Processing payments, including petty cash and bank card management. Ensuring all the proofs of payment are compliant with internal rules, and approved
- Processing travel reimbursement forms and following up with employees to ensure compliance with internal rules
- Reconciling bank and credit card transactions, ensuring that all transactions are supported by the required documents
- Assisting with audits, providing documentation as needed
- Create and update finance spreadsheets, data entry
- Copying, scanning, emailing, organizing, and archiving finance documents
- Training staff on invoices & VAT, and other financial procedures
- Providing administrative information to DKV (medical insurance provider) and Edenred (lunch voucher provider)
- Liaising with external (finance and HR) providers for all administrative and accountable documents
- Liaising with staff members regarding invoices, travel reimbursements, finance administrative documents, and information

Office Coordination:

- Directing internal and external calls, emails, and post mail to designated units
- Monitoring office supplies and equipment and order replacements (stationary, coffee, tea, etc.)
- Being the person of contact for the service providers (phone, cleaning services, building, handyman, etc.)
- Participating in improving office environment (plants, more environmentally friendly)
- Ensuring the office is clean, and the employees respect the office rules (kitchen, sanitary)
- Scheduling and organising documents for staff weekly, monthly, and quarterly meetings

- Being a responsible person for security and prevention in the office (e.g. fire prevention)
- Being the person of contact for the IT Consultant
- Liaising with staff members regarding hardware (problems encountered, requests for equipment, etc.,)
- Monitoring IT equipment (list of equipment, storage, depreciation list)
- Preparing workstations for new staff
- Following up with the softphone system (user access and account)
- Supporting staff members with workstation equipment
- Changing Netgear Disk.

Occasional and temporary tasks:

- Performing other administrative tasks: the Assistant may perform other administrative tasks as needed, such as filing paperwork, scheduling appointments, contacting partners or authorities, and finding accommodation for trainees/volunteers, etc.

What kind of person are we looking for?

Education & Qualifications

- Studies in administration or equivalent experience in Administration or Accounting

Experience - Essential

- Proven work experience as administrative assistant or similar role
- Excellent knowledge of MS Excel (creating spreadsheets and using financial Excel functions)
- Effective communication skills in English including verbal and written skills
- Understanding of finance and bookkeeping procedures
- Knowledge of French

Experience – Desirable

- Knowledge about/work experience in Non-Governmental-Organisations
- Knowledge about/work experience in the EU institutions

Skills & Attributes

- Excellent time management and organizational skills
- Excellent administration skills
- High attention to detail
- Strong problem solving and communication skills

Conditions of employment

- Full time position - Monday to Friday, 38 hours/week
- Based at the IFOAM Organics Europe office in Brussels
- Salary between 26.000 and 36.000 gross yearly depending on qualifications and experience
- Employment period: indetermined contract with a starting date as soon as possible
- High level of flexibility with floating hours and possibility of home working
- Home working allowance on daily base
- Working from abroad (max 1 month per civil year)
- Only EU citizens or with a valid Belgian working permit
- Public transport coverage from home to the office or bike km
- Hospitalisation and health insurance plan A-Z from DKV
- Meal voucher (€8/ working day with €1.09 at charge of the employee)
- €250 eco-cheque/year (prorate of the number of months worked)
- Holidays payment (92% of the salary in June if applicable)
- 24 days holiday per year
- Extra holiday: Christmas Break from 24 December to 31 December and the Friday after Assumption

How to apply?

Apply through the following link: [Finance & Office administration Assistant](#)

Application deadline: 9 July 2023

Please, be aware that given the number of applications, we will contact only the selected applicants.