The European Environmental Bureau, a federation of 140 environmental citizen’s organisations based in Brussels, has a vacancy, for a FULL-TIME FINANCE OFFICER

The finance officer will join the Finance and Personnel unit under the management of the EEB’s Head of Finance, Personnel and Administration.

The work of the Finance Officer consists of:

- Project Management: providing input to applications, monthly reporting, final reports
- Listing of outstanding reports to donors and gather documents to send the reports to the donors
- Grants payments follow-up
- Incoming invoices (check the conformity with the Belgian law and with the budget line)
- Preparing consultants contracts and related memos
- Helping in EEB budget reporting
- Assisting the Head of Finance, Personnel and Administration with the preparation of annual accounts and related audit and budget.
- Administrative and organizational support for specific tasks, in particular support in the organisation of events

For this position, the following qualities and experience are required/an asset:

- Bachelor’s degree or equivalent in commerce or in bookkeeping
- Good written and spoken English and preferably French
- Knowledge of WinBooks and MS Office
- Ability to work independently and be pro-active
- Strong organisational skills
- Flexibility (we expect and offer flexibility regarding work schedules).
- Prepared and able to work in a dynamic working environment
- Minimum 2 years experience, preferably for an NGO / Civil Society Organisation
- Specific aptitude in IT issues would be an asset
- Interest / Experience in working in an environmental organisation and in an international working environment

EEB offers:

- a monthly gross salary of € 2,895 plus benefits (holiday bonus, 13th month, pension scheme, luncheon vouchers);
- a dynamic working environment;
- a full-time fixed term contract of initially two years.

Place: EEB office Brussels
Starting Date: As soon as possible
Deadline for application: 21 June 2015 [Interviews will be held in first week of July 2015]

Please send your application (covering letter and CV) to: Isabel De Jesus, Head of Finance, Personnel and Administration
E-mail personnel@eeb.org or by mail.
*** Due to limited staff resources and the number of applications anticipated, only candidates selected for interview will receive a reply ***