



Office and Projects Administrator

Fair Trials

Brussels, Belgium

RESPONSIBLE TO: Director of Finance and Operations (London)

HOURS: Full Time 38 hours per week (Part time considered)

SALARY: Gross salary, commensurate with experience

PURPOSE

To provide support to Fair Trials' Brussels office and its charitable activities. The role will work closely with the Brussels team of lawyers and communications experts and the London-based finance and operations team to ensure the Brussels office and its activities are efficiently managed. This will include helping administer the office environment and supporting key processes and activities including finances, conferences and grants.

The role is important and integral to the sound functioning of the Brussels office, its team and projects and will require an individual with a flexible, can-do mindset.

RESPONSIBILITIES

- Support the local Brussels team to manage the office including:
 - Correspondence and filing
 - Suppliers and office supplies including utilities
 - The work environment
- Support the Brussels team with projects including
 - Conferences and events
 - Liaison with partner NGOs
 - Liaison with the European Commission
- With support from the finance and operations team in London, support management of local financial and other processes including
 - Back-up for payments and approvals
 - Back-up for payroll and approvals
 - Holiday records
 - Credit card and petty cash administration
 - Personnel records
 - Banking
 - Financial reporting on grants
 - Compliance with Belgian governance requirements
- Carry out any other duties that may be required by local or London-based management.

PERSON SPECIFICATION

Essential

- The right to work in Belgium
- Experience of working in an office environment
- Competency with Microsoft Office based IT (including Excel)
- Highly organised and systematic with effective time-management skills
- Good attention to detail
- Strong communication skills – verbal and written, with fluency in English and French or Dutch
- A quick learner used to working well under pressure
- Self-confident and an ability to take the initiative, manage own time and workload
- A team-player and a willingness to be flexible according to the current demands of the charity

Desirable

- Experience of Belgian regulatory regime
- Experience of EU funding
- Experience of coordinating or supporting events and partnership projects

To Apply

To apply for this role, please send a CV and covering letter to recruitment@fairtrials.net by **Friday 12th April 2019**.

Fair Trials – March 2019