



JOB DESCRIPTION

POST TITLE:	Finance and Operations Officer
RESPONSIBLE TO:	Director of Finance and Operations (London)
LOCATION:	Brussels, Belgium
HOURS	Full Time 38 hours per week
SALARY	€40,000 (including 13th month and holiday pay)

PURPOSE

To provide financial and operational support for the Fair Trials Europe (FTE) foundation and its charitable activities and projects.

Financial work will include managing all local payments, maintaining approvals and coding, administering banking and credit card arrangements, managing payroll and the social secretariat, helping oversee the project reporting processes for Fair Trials and its partners.

Operational work will include HR processes, timesheet processes, supporting procurement processes, helping manage grant applications and agreements and reporting for grant deliverables including on the EC portal, supporting company secretarial processes, supporting the day to day needs of the Belgian office environment including health and safety, utilities, supplies and infrastructure.

The role is important and integral to the efficient functioning of the foundation, its teams and projects and will require an individual with a flexible and can-do mindset.

RESPONSIBILITIES

Financial

- Process all payment and expense requests and ensure they are coded and approved in line with agreed procedures;
- Upload payments to internet banking for authorisation;
- Undertake the day to day banking administration;
- Oversee the monthly payroll process including main contact with the social secretariat;
- Support the Director of Finance and Operations (based in London) in preparing finance documentation for the organisation's annual external audit and statutory filings; and
- Maintain bank and payments filing in electronic and print form.
- Manage petty cash ensuring that accurate records are maintained and agreed procedures adhered to;
- Ensure credit card back-up and analysis is compiled monthly in full for approval;

- Ensure that the documentation supporting transactions is maintained in line with funder requirements;

Reporting

- Collect and review project finance reports from partners, communicating directly with partners to correct and obtain supporting documents as necessary;
- Support the preparation of project financial reporting including where necessary combination of Fair Trials and partner data;
- Help The Director of Finance and Operations and other managers monitor progress of projects against project budgets;
- Assist Director of Finance and Operations with project kick-off meetings, reporting instructions and advice to partners;
- Liaise with internal project leaders and project officers at the European Commission as necessary to deal with grant applications, grant enquiries and project change requests including through the EC portal;
- Maintain strong working knowledge of European Commission financial reporting requirements;
- Assist the local legal and communications teams as required with deliverables;
- Help the Director of Finance and Operations and other managers ensure that project deliverables are on track, financial and non-financial;
- Assist with preparing for and responding to project audits and enquiries.
- Ensure timely submission of financial information and other local Belgian reporting to the relevant authorities.

Operations

- Ensure timesheets for all Brussels staff and contractors are completed monthly and signed by both the employee and their manager;
- Maintain all holiday records and ensure payroll records properly reflect absences;
- Support procurement of all major expenses;
- Work with Director of Finance and Operations and social secretariat and other advisers where necessary to ensure HR needs of local staff are met including starters, leavers, contracts of employment, employment regulations;
- Work with Director of Finance and Operations to ensure legal obligations are met- health and safety, local governance, data protection
- Work with Director of Finance and Operations to ensure contracts are put in place for all contractors that meet legal and funder reporting needs;
- Maintain the Brussels office (liaising with London as necessary) including
 - Utilities
 - Stationery and office supplies
 - The Landlord
 - Local taxes
 - insurances
 - Other infrastructure needs – including lighting and security.

Other

- Carry out any other duties that may be required by local or London-based management.

PERSON SPECIFICATION

Essential

- The right to work in Belgium
- Educated degree level or equivalent professional qualification
- At least 3 years work experience in a financial supporting role
- A high level of competency with spreadsheets, databases and Microsoft Office based IT
- Highly organised and systematic with effective time-management skills
- A high level of numeracy and attention to detail
- Excellent 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 payroll and HR processes and of dealing with the social secretariat
- Experience of dealing with European Commission projects

Fair Trials – January 2019