

Job opportunity: Finance Administrator

Reporting to: Executive & Project Coordinator

Role Purpose: You will use your skills and experience in accounting, and your attention to detail, to help manage the finances and accounts of a global network based in Brussels. The Global Alliance for Tax Justice is a rapidly growing organization of regional networks in Africa, Asia, Europe, Latin America and North America, you will produce accurate financial records that help the organization make decisions and report to funders, and liaise with payroll, bankers, auditors and suppliers. As part of a small, multinational team, you will help make sure GATJ maintains a strong reputation for reliable and accurate accounts, timely payments of suppliers and staff, compliance with regulations and sound financial management.

Salary & location: Brussels-based, full time

Gross annual salary in Belgium** range between € 54,528- € 58,978 (incl. vouchers, holiday pay and end of year bonus), depending on skills and experience.

Attractive benefits package including additional days leave, complementary Hospitalisation, Ambulatory and Dental insurance (DKV), meal, eco, gift and culture-vouchers, working from home allowance, trainings, public transport allowance, travel insurance and contribution to a complementary private pension plan.

JOB DESCRIPTION

ACCOUNTING:

- Manage all accounting transactions
- Verify and file supporting documents ensuring compliance with Belgian regulations and donors' requirements
- Management accounting: allocate income and expenses to relevant budget codes for internal budget control and reporting to donors
- Prepare annual inventory operations and closure of accounts.

ADMINISTRATION:

- Payroll management
- Manage the day-to-day relationship and inquiries with the Social secretariat, and relevant public administration offices.
- Support procurement follows up and set up TORs and contracts as required.

FINANCIAL MANAGEMENT:

- Preparation of the annual budget, financial reports and planning process in conjunction with the GATJ Treasurer and Executive Coordinator.
- Provide support expenditure analysis and prepare actual versus budget expenses for GATJ budget, departments budgets and donor reports.
- Verifying financial supporting documents from project partners as required.
- Support project and grant management as required including compilation, verification and filing of supporting documents and liaison with project partners.

EVENTS & TRAVEL

- Organize meetings and events as required.

This role description is not prescriptive and the post-holder may be required to undertake other responsibilities reasonably required by the Executive Coordinator & the project Coordinator in order to support the team and fulfill the purpose of the role.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. EXPERIENCE

ESSENTIAL

- 5 years' experience in accounting and financial management, preferably in an NGO environment
- Experience of working with major donors and understanding of their rules and regulations
- Managing external suppliers, auditors / Liaising with social secretariat
- Knowledge of Belgian accounting standards, employment law & payroll

DESIRABLE

- Degree in accounting / finance, business administration, management or economics
- Experience producing management accounts for reporting to NGO donors
- Experience working in an international environment

2. APTITUDE, SKILLS AND KNOWLEDGE

ESSENTIAL

- Fluent English (working language of GATJ) and French
- Advanced practice of an accounting software, preferably BOB50
- Highly organised, with a commitment to meeting deadlines
- Attention to detail