

A FULL-TIME FINANCE AND ADMINISTRATION OFFICER *(to start immediately)*

The candidate will have the following responsibilities:

General Accounting

- Payables, receivables and payments processing
- Encoding and bookkeeping with knowledge of the accounting software, preferably including VERO Wolters Kluwer
- Payroll management, employee related administration, contacts with Secretariat Social and Sodexo; Contacts with insurance company re: employees and volunteers

Management Accounting and Overall Financial Planning

- Budgeting and integrating projects budgets into general budget
 - Allocation of income, expenses and overheads between different projects
- Quarterly balance sheet, profit and loss and cash flow statement preparation
- Budget reports as needed on structural expenses and revenues, project expenses and revenues
- Monitoring of project accounts, control of expenditure against budgets; Calculating staff costs to allocate to various projects

End of year financial operations under the supervision of external accountant

- Preparation of annual accounts: balance sheet, profit and loss statement, result allocation
- Handling audit of annual accounts in collaboration and under supervision of external auditor
- Preparation for and management of external audits by EU and private foundations

Fundraising: Grant application and compliance

- Financial and administrative support to the staff members in the fundraising process
- Compliance of grants with EU or private foundations' regulations
- Financial reports on projects to European Commission, Belgian authorities and private foundations

The Board and General Assembly Meetings:

- Ensuring Board and General Assembly Meetings are in accordance with the Belgian legislation requirements
- Preparation of financial documentation and reporting for the Board and General Assembly Meetings.
- Publications in the Moniteur Belge

Office Management tasks

- Liaising with suppliers, maintenance of office equipment and computers and insurance management
- Acting as point of reference for general office operating needs

Profile: knowledge of Belgian accounting legislation, 4 – 5 years experience in accounting and financial management, experience in reporting to the EU institutions, fluent French/English, fully computer literate, good interpersonal skills, able to work independently and a good team-player.

Full time position (5 days / week)

Start Date: Immediately

Application Procedure: Send CV and motivation letter to Ms. Robin Sclafani, CEJI Director, before January 21, 2022: robin.sclafani@ceji.org

CEJI's mission is to make a Jewish contribution to an inclusive Europe through diversity education, anti-discrimination advocacy, and facilitating Jewish participation. www.ceji.org