



**ECOS is looking for a full-time  
FINANCE AND ADMINISTRATION MANAGER**

ECOS, the European Environmental Citizens' Organisation for Standardisation, is a non-profit umbrella organisation working to promote and defend the environmental interests in standardisation and technical environmental policies. We represent 36 member organisations, including 7 pan-European environmental NGOs and 29 national organisations. The ECOS' Secretariat is based in Brussels and comprises 11 staff members including 8 project officers. More information at: [www.ecostandard.org](http://www.ecostandard.org).

**AREAS OF RESPONSIBILITY AND ASSOCIATED TASKS**

- Process all transactions (incoming and outgoing invoices, book-keeping records bank statements, salaries), using WinBooks accounting software
- Maintain a highly developed analytical accounting and provide accurate costs by funder
- Provide financial and administrative assistance for funding applications and assist the Director with fundraising
- Prepare and deliver regular budget updates and financial reports for management
- Prepare and review project budgets and annual budgets
- Prepare and close the accounts according to the statutory audit
- Prepare regular cash flow forecasts
- Ensure that the organisation meets its legal requirements, including accounting practices, insurances, VAT (declaration and payment) and tax regulations (e.g. IPM), Belgian labour law, ASBL law, etc.
- Ensure the management of human resources, liaise with the social secretariat (including declaration of benefit statements) and ensure compliance with legal aspects related to staff and issues related to salaries and remunerations
- Develop, improve and implement internal financial and administrative procedures and policies
- Implement other specific administrative and financial tasks as required
- Manage the organisation's finances in an efficient, ethical and cost effective way
- Establish and implement a system of controls that empowers the Director to make good judgements and take informed decisions
- Implement all other specific financial procedures, including:
- Work closely with ECOS project officers to ensure staff is able to manage/keep track of the budget(s) they are responsible for and to understand related financial issues
- Liaise with ECOS Treasurer and Director to monitor the financial viability of the organisation

**SKILLS AND COMPETENCES**

We are looking for a strong finance professional who is able to provide strong and professional support to the organisation and its staff, shows initiative and can work quickly and accurately. The Finance and Administration Manager will report directly to ECOS' Director.

**Essential:**

- Strong accountancy skills, including analytical accountancy skills
- At least five year experience in finances and administration in an organisation of a similar size and complexity
- Excellent knowledge of the Belgian administrative environment
- French/Dutch and English (written and spoken)
- Familiarity with fundraising procedures and applications/reporting requirements of funders, including the European Commission
- Good knowledge of MS Office (Word, Excel), Internet and WinBooks accounting software
- Ability to work independently and be pro-active
- Flexibility, multi-tasking and problem solving skills

**Desirable:**

- Experience of working for an NGO
- Specific aptitude in IT issues an asset

**WE OFFER:**

- An open-ended full-time contract
- An attractive salary package, adapted to qualifications and experience, including holiday bonus, 13<sup>th</sup> month, pension scheme, luncheon vouchers and contribution to public transport
- A pleasant working atmosphere in an international working environment
- A worthwhile cause to work for

Our office is based in Mundo-B, Rue d'Edimbourg 26, 1050 Brussels.

Starting date: As soon as possible

**HOW TO APPLY?**

Applications should be written in English and sent by email to [info@ecostandard.org](mailto:info@ecostandard.org). They should include a cover letter and a CV detailing all relevant work experience and references (including contact details). Candidates must be eligible to work in Belgium.

Deadline for application: Friday 20 February 2015 COB. Interviews will be held the following week.

Please note that only short-listed candidates will be contacted.