



Brussels, 27 October 2020

Finance and Administration Assistant Internship

Application deadline: 25 November 2020

Supported by 50 environmental NGOs across Europe and beyond, ECOS (ecostandard.org) is a non-profit organisation which promotes environmental interests in the development of standards and environmental laws and policies. ECOS uses its strong technical base to effectively operate at political, policy and technical levels, and to provide key solutions to global environmental challenges.

The F&A Assistant will support the work of Operations team in the ECOS Secretariat, and in particular the Finance & Grants Manager and HR & Administration Officer.

Reporting to Operations Director his/her main tasks include:

- Post and process journal entries to ensure all business transaction are recorded
- Review and process expenses and payroll records
- Perform bank reconciliations
- Assist Finance & Grants Manager in the preparation of monthly closings
- Assist Finance & Grants Manager with the preparation of the audit, and financial reporting
- Assist with budgetary meetings with Programme Managers
- Oversee logistics and other administrative tasks as required
- Contribute to the organisation of meetings, conferences and events
- Prepare and format reports and documents
- Manage incoming and outgoing mail, deliveries and registered letters
- Make travel arrangements for ECOS' staff (if eventually allowed to travel)
- Prepare travelling and meeting documentation and assist with expenses' claims and other follow-up actions.
- Update and manage contact databases of experts, mailing lists, and physical and virtual filing systems (office filing & shared drive), sorting and archiving documents
- Ensure the good functioning of the office and maintaining a healthy and enjoyable work environment including through:
 - Keeping the office clean and tidy, and handling regular maintenance tasks such as watering plants, prepare the office desk for meetings
 - Managing office equipment & supplies, including placing order as needed

- Performing assigned tasks related to the operation of office equipment, such as printing, photocopying, and scanning

Skills and experience required

University bachelor's degree in accountancy, finance, business administration, economics, or other related studies.

Good understand of accounting and financial reporting principles and practices.

High proficiency in use of software systems: Microsoft Office, particularly Excel and accountancy systems, preferably *Winbooks*.

Good with numbers and figures and a strong analytical acumen.

Know-how in managing an office facility.

Professional fluency in oral and written English (French is a big advantage).

Additional

Experience in managing EU funds would be an asset

What we offer:

- 6 months internship *Convention d'Immersion Professionnelle*
- Public transport reimbursement
- A dynamic international working environment
- Being part of a dedicated team whose common goal is to protect the environment

How to apply:

Applicants should send a CV and cover letter by no later than midnight 25 November 2020 EOB to: info@ecostandard.org, with the subject line "**Finance & Admin assistant: your name**". The first round of interviews will take place shortly after the application deadline. We regret that only short-listed candidates will be contacted.