



# Finance Manager

## (with accounting experience)

**Application deadline: 9 March 2024**

9 February 2024

Are you looking for a meaningful career opportunity in finance management, where your work would contribute to making the world a better place? Do you take initiative and work independently, but value teamwork just as much? Then ECOS is the perfect place for you.

**We are looking for a highly motivated Finance Manager with accounting experience to join our Operations team.**

Responsible from A to Z for the accounting activities of the organisation, you will support and report to the Head of Finance, you will take ownership of accounting, administrative and statutory records, but also contribute to the development and implementation of financial policies and systems.

In this position you will use your skills and experience in accounting, and your attention to detail, to help manage ECOS finances and accounts, as well as our engagement via the analytical accounting. You will produce accurate financial records that help the management make decisions and report to funders.

**About ECOS:** ECOS is an international NGO with a network of members and experts advocating for environmentally friendly standards, policies and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. Our successes include mainstreaming ecodesign, introducing universal chargers, and improving our right to repair. ECOS is headquartered in Brussels and has an exceptional team of 40 staff, supported by a network of over 60 technical experts and almost 60 member organisations.

### Your main tasks will include:

- **Day-to day accounting routine:** lead on the whole accounting cycle, using Winbooks, purchase cycle (invoice, expenses notes), bank cycle (bank, Visa), analytical accounting (by project), monthly closing.
- **General ledger management:** maintain and reconcile the general ledger, ensuring accurate recording of financial transactions.
- **VAT compliance:** manage and oversee VAT compliance activities, including the preparation and filing of VAT returns.

- **Audit support:** coordinate and support external audits, providing necessary documentation and explanations as required.
- **Financial analysis:** bring support in conducting financial analysis to identify trends, variances, and opportunities for improvement.
- **Process improvement:** collaborate with all ECOS departments to identify and implement process improvements within the finance department. Support the Head of Finance and Operations Director in the implementation of ECOS financial policies and procedures, in compliance with both Belgian and European legislation.
- **Financial reporting:** collaborate closely with the Head of Finance in the preparation of financial reports to the Board, donors, and authorities.
- **Budgeting and forecasting:** assist the Head of Finance in the development of annual budgets and provide support for financial forecasting.

## Skills and experience required:

- Minimum 5 years of experience in accounting roles, demonstrating a progressive increase in responsibility.
- Excellent organisational and planning skills as well as high attention to detail.
- Strong knowledge of Belgian accounting principles and financial reporting standards for NGO. Experience of working with EU funds and philanthropic foundations is a plus.
- Proficient in WinBooks or other accounting software.
- Excellent analytical and problem-solving skills.
- Ability to work independently and collaboratively within a team.
- Effective communication and interpersonal skills.
- Commitment to the values, vision and mission of environmental NGOs
- Fluent English, fluent FR or NL, other language is an asset.

## What we offer:

- An open-ended Belgian contract with a competitive salary package between €3.845-€4.724\* paid 13.92 times per year, according to the ECOS salary scale. Actual salary will be determined depending on skills and relevant experience of the candidate.
- An attractive benefits package (meal vouchers, pension scheme, 13th month, excellent insurances, teleworking allowance, public transport, eco-cheques etc.).
- A flexible, dynamic, and very pleasant international working environment.
- Being part of a dedicated team whose common goal it is to protect the environment.
- A commitment to an inclusive and empowering approach to addressing our environmental challenges.
- We welcome applications from all over the world and can submit a work permit request.

## How to apply:

Applicants should send a CV and cover letter **in English** by no later than **9 March 2024** to: [careers@ecostandard.org](mailto:careers@ecostandard.org) with the subject line “**Finance Manager - 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.

ECOS is an equal opportunity employer, placing great value on diversity and inclusion in the workplace. We welcome applications from candidates with diverse cultural backgrounds and expertise.