



Climate Action Network Europe is looking for a Full-time Finance & Logistic Officer for a 12-months contract

CAN Europe, Europe's largest coalition working on climate and energy issues, is currently seeking a Finance and Logistics Officer to join our team in Brussels. This position will offer the successful candidate an opportunity to be at the center of the largest movement for global change that will affect people and the planet for centuries to come.

Required Educational/professional qualifications

- University degree or equivalent qualification preferably in management or economic science
- Relevant professional experience is an asset
- Experience in bookkeeping, knowledge of an accounting software
- Excellent written and spoken English; Fluent in French or Dutch is an asset

Preferred/desirable qualifications

- Relevant professional or voluntary experience with NGOs or in an international network
- Knowledge or experience with reporting to different public donors (European Commission, EU Members States,...)
- Knowledge and/or experience with Belgian employment legislation is considered an asset;
- Computer skills (Office package)
- Organisational, interpersonal and team-working skills, flexibility, and reliability;
- Problem solving and good communication skills
- Team-work with people from a wide range of countries
- Management of multiple tasks

Main duties will include:

- Revision of financial reports of CAN Europe partners
- Financial reporting to donors
- Fulfilment of legal requirements (annual accounts publication, tax declaration,...)
- Organisation of events and workshops (travel, hotel, avenue & catering booking)
- Back up for Bookkeeping and payments
- Back up for payroll management
- Support the Head of Operations in the day-to-day operations

This position is based in the CAN Europe secretariat, which houses our team of 23 staff members, in Mundo-B, the sustainable NGO office space near the St. Boniface neighborhood of Brussels. The

bright, sunny office provides an exciting work environment with a restaurant serving organic food, an outdoor terrace, two gardens and plentiful bike-parking spaces.

This position is full time and based on a 12-months Belgian contract. The possibility of prolongation of it exists but will depend on the financial situation of the organisation. Remuneration for the job will be between 2 650,0EUR and 3 550,0EUR gross/month, depending on the years of relevant experience (from 0 to 20 years) and subject to Belgian taxes. Extra benefits include lunch vouchers (7EUR/day), culture & eco vouchers (30EUR/month), phone compensation (15EUR) & full reimbursement of local transport costs.

To apply, please send a letter of motivation and CV in English to jobs@caneurope.org with "Finance & Logistic Officer" as subject line

The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant to the job requirements detailed above

Closing date for applications: **Wednesday 11 December 2019 at midnight**

First round of Interviews preferably between 16 & 20 December (preferably in Brussels)

Second round of interviews between 6 & 10 January 2020 (in Brussels)

Expected start date: as soon as possible thereafter

Contact

Inquiries to Lionel Dehalu, Head of Operations, lionel@caneurope.org +32 2 894 46 77



CAN Europe Job Description

Position/Title	Finance & Logistic Officer
Goal of Position	Assist the admin team in its reporting duties towards donors and Belgian State, revising the financial reports coming from CAN Europe partners & supporting the team in the organisation of events
Main functions & responsibilities	<p>Finance</p> <ul style="list-style-type: none"> ▪ Revise CAN Europe partners financial reports and consolidation for reporting to donors (European Commission, GIZ,...) ▪ Support the team and CAN Europe partners in the implementation of financial and administrative contractual requirements ▪ Fulfil legal and financial obligation of the organisation (publication of annual accounts, tax declaration,...) ▪ Back up for bookkeeping and payments <p>Event logistics</p> <ul style="list-style-type: none"> ▪ Support team members in making timely travel arrangements for external engagements in line with the CAN Europe travel policy ▪ Liaise with team members on events organised in the name of CAN Europe and support them with making necessary arrangements with service providers, including location, catering, accommodation, travel <p>Human resources</p> <ul style="list-style-type: none"> ▪ Back up of the Admin Coordinator for the management of the Belgian payroll (liaison with the social secretariat, timesheets, payslips and payments) <p>Additional input to internal affairs</p> <ul style="list-style-type: none"> ▪ Participate in admin team meetings and team-wide processes and matters relevant to the organisation as a whole as required ▪ Support and provide back-up for other members of the admin team ▪ Admin coordinator or Head of Operations is your back up in case of absence
Supervisory responsibilities	None

Line management	This position is managed by the Head of Operations
Time requirements	Full time

% of Time	Main team responsibilities
70	Administration and finances
10	Management and planning
20	Communication and representation
0	Capacity and outreach
0	Policy work and coordination
100	TOTAL
% of Time	Specific responsibilities
60	Finance
10	Events organisation
20	Human resources
10	Internal affairs
100	TOTAL