

JOB OFFER - FINANCE AND ADMINISTRATION OFFICER

ABOUT ENCATC

ENCATC - The European Network on cultural management and policy is a membership organisation bringing together educators, researchers, policy makers, practitioners and artists working across the cultural and creative sector. We hold a consultative status at the UN, are an official partner of UNESCO, observer to the Steering Committee for Culture of the Council of Europe, and a Creative Europe Network. ENCATC exists to promote a sustainable, equitable and flourishing cultural sector by facilitating networking among the cultural management and policy community, fostering qualitative and interdisciplinary education in the broad field of culture, publishing cutting-edge research, and advocating for the discipline and for evidence-based cultural policies at international, European, national and local level.

JOB DESCRIPTION

ENCATC is offering a full-time job for a Finance and Administration Officer to join our multicultural and international team while reporting directly to the Secretary General.

The ideal candidate will be the right-hand person to the Secretary General and should have a profile with strong attention to detail, ability to meet deadlines, high efficiency and proactivity. The key qualities for this role are analytical skills and problem-solving skills.

MISSIONS

The Finance and Administration Officer closely collaborate with the ENCATC Secretary General to oversee and manage the financial operations of an organization. This includes budgeting, financial planning, monitoring financial performance, and ensuring compliance with EU and Belgium and financial regulations. The Finance and Administration Officer plays a crucial role in supporting the organization's overall financial stability and effectiveness. He will be the key contact of the ENCATC team and of service providers for the processing of payments. In coordination with an accountant, he/she will handle ENCATC's pre-accounting processes.

In particular, her/his financial and administrative missions are the following:

1. Financial mission:

- Budgeting: Support the ENCATC Secretary General in developing and managing the organization's budgets, including forecasting and monitoring financial resources.
- Financial Transactions: Handling day to day financial transactions, such as processing invoices, managing payments, and reconciling accounts
- Financial Planning: Support the ENCATC Secretary General in creating financial strategies and plans to ensure the organization's financial stability and long-term sustainability.

- **Financial Performance Monitoring:** Monitoring and analysing financial performance, identifying areas for improvement, and implementing corrective actions.
- **Financial Analysis:** Analysing financial data to provide insights and recommendations to improve financial performance and support decision-making.
- **Financial Reporting:** Preparing accurate and timely financial reports, including income statements, balance sheets and EU projects grant applications, monitoring and reporting.
- **Collaboration:** Collaborating with other ENCATC departments (Communications, Projects and Activities, Publications) to develop and implement financial strategies and ensure financial goals are aligned with organizational objectives.
- **Auditing and Compliance:** Working closely with auditors and regulatory authorities to facilitate audits and ensure compliance with Belgium and EU financial reporting requirements.
- **Risk Management:** Support the ENCATC Secretary General in identifying and managing financial risks to protect the organization's assets and financial stability.

2. Administrative mission:

- **Human Resource:** Organise the recruitment process of new ENCATC-team members, coordinate HR-related matters (timesheets, etc)
- **Office operations:** take charge of office operations while implementing and improving administrative processes to enhance efficiency.
- **Membership internal communication:** Handle correspondence and communication with network members
- **Meetings organisation and reporting:** Assist in organizing and scheduling internal and external meetings and conferences. Prepare and distribute meeting agendas and minutes.

REQUIRED PROFILE

Education & work experience

This role therefore requires a solid financial and/or business coordination experience.

We are seeking a candidate with financial and administrative skills and experience:

- Master's degree in business, finance, management, economics or law with an interest in the cultural field.
- Proven experience of at least 4 years in financial or business management, preferably within a non-profit environment.

Required skills

- Outstanding verbal and written communication skills
- Financial skills and ability to work with pre-accounting and expenses software
- Excellent organisational, planning, and time-management skills
- Meticulous with strong attention to detail

- Understanding of non-profit accounting principles and compliance requirements
- Excellent interpersonal and team-building skills
- Working experience with Microsoft Office and Google Suite tools

Language skills

French (fluent written and spoken)
English (fluent written and spoken)
Additional languages are an advantage.

CONTRACT DATES

Full-time job (CDD) as of February 2024 with the possibility to be extended for additional 4 years.

RECRUITMENT PROCESS

- Candidatures that will not fit the criteria announced in the required profile will not be assessed and will not receive any notification from the ENCATC Office
- Application Deadline 31 December 2023
- Candidates selected for interview will be notified by 15 January, 2024;
- Round of interviews will take place online from 15 till 30 January 2024;
- Communications of the result of the recruitment process will be announced by 15 February 2024.
- This position starts from 1 March 2024.

WORK LOCATION

ENCATC Office
Avenue Maurice, 1
B-1050 Brussels

CONDITIONS

The position is based on a full-time contract (38 hours per week). The position requires presence in our Brussels office. Gross monthly salary based on the years of working experience of the applicant. + Luncheon Vouchers per day + commuting allowance + 25 days of holiday. We offer an inspiring working environment with an amazing network of members and partners all over the world.

ONLINE APPLICATION FORM: <https://forms.gle/6NkJQQFEgBFdmEhRA>

Important note: only the applications submitted via the online form will be considered. Please remind to convert all attachments into PDFs to avoid uploading problems. Applications submitted via email with attachments will not be reviewed or considered for the position.