



PLATFORM FOR INTERNATIONAL COOPERATION ON UNDOCUMENTED MIGRANTS

VACANCY: Office and Financial Administrator

PICUM office in Brussels

PICUM is a leading European non-governmental organization that aims to promote respect for the human rights of undocumented migrants within Europe, including the right to health care, housing, education and fair working conditions. This is an excellent opportunity for a committed individual to occupy a key position in a dynamic non-profit organization based in Brussels and operating at the European level.

Position Summary

The Office and Financial Administrator will have responsibility for office administration, accounting, financial reporting, grant administration, donor management, budget development, staff benefits, membership records, travel and event logistics as well as supporting the Executive Committee, Director and other staff where necessary. The Office and Financial Administrator will report to the Director and work closely with other staff members.

Key responsibilities

The role of PICUM's Office and Financial Administrator is to undertake all core administrative and financial tasks necessary to ensure efficient, accountable and well managed financial and administrative systems. A detailed task list for this position is available at www.picum.org

Financial Administration

- Responsible for overseeing PICUM's financial administration systems and procedures.

Human Resources

- Control PICUM's human resource functions and personnel administration.

Other Duties

- Work closely with the other members of the PICUM's Management and Executive Committee to ensure that PICUM benefits from consistent and co-ordinated management at all times. Undertake any other related activities as agreed with the Director and Executive Committee

Person Specification

The post-holder will have the following **essential** experience, skills, abilities and knowledge:

- 1) Minimum of three years, demonstrable, experience of operating financial systems and procedures; including financial administration, preparation of budgets and audited financial reports for the European Commission and private funding sources (e.g. Balance sheets, quarterly reports and project reports);
- 2) The ability to monitor and report on financial matters for the Executive Committee and external funders;
- 3) Excellent working knowledge of accounting software systems;
- 4) Experience in developing and maintaining effective office administration systems and procedures;
- 5) Experience of managing a varied portfolio of responsibilities in a busy office environment;
- 6) Ability to speak and write fluently in English and a working knowledge of French or Dutch is obligatory.

The post-holder will have the following **desirable** experience, skills, abilities and knowledge:

- 7) Experience in working in a European NGO;
- 8) Familiarity with the financial reporting requirements of the European Commission;
- 9) Working knowledge of additional European languages;
- 10) Excellent sense of organization and a strong team player;
- 11) Ability to meet deadlines and work under pressure with minimal supervision.

Terms of Appointment

- This is a full-time position (37.5 hours/week).
- Conditions are according to Belgian legislation including the legal ability to live and work in Belgium.
- We offer an unlimited contract, with a six-month trial period. Additional benefits include meal vouchers, hospitalization insurance and end-of-year bonus (13th month).
- Preferred starting date: 1st March 2010.
- Salary according to the wage scales of the Flemish integration sector, approximately € 2621.79 gross salary/month (may be adjusted depending on experience).

To Apply

Please send a cover letter outlining your suitability for the position and CV in English by **9:00am** on **Monday 1st February 2010**, addressed to Ms. Michele LeVoy, Director to the email address of: administration@picum.org.

Interviews for short-listed candidates are scheduled for **12th February 2010**. Please do not send applications by post. More information about PICUM can be found at www.picum.org.