

**Fair Trade Advocacy Office**  
**JOB OPENING**  
**Finance and Administration Manager**

Preferred start	Ideally, 3 January 2022 (negotiable)
Contract type	Indefinite contract, 80% (open to discuss)
Location	FTAO (Brussels, Belgium), with flexibility for teleworking
Reporting to	Executive Director
Work permit	The candidate must have a permit to work and live in the EU

**BACKGROUND**

Fair Trade is a trading partnership, based on dialogue, transparency and respect, that seeks greater equity in international trade. It contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers – especially in the South. Fair Trade Organizations, backed by consumers, are engaged actively in supporting producers, awareness raising and in campaigning for changes in the rules and practice of conventional international trade. (*Definition of Fair Trade, [International Fair Trade Charter](#)*)

As a joint initiative of Fairtrade International, the World Fair Trade Organization and the World Fair Trade Organization-Europe, the Fair Trade Advocacy Office, the Fair Trade Advocacy Office (FTAO) catalyses collaboration within the international Fair Trade movement on policy, advocacy and campaigning activity; facilitates knowledge co-creation and sharing on Fair Trade policies and practices; and leads advocacy work on European Union legislation, policies and their implementation. More information under [www.fairtrade-advocacy.org](http://www.fairtrade-advocacy.org)

**WE ARE LOOKING FOR ...**

A new team member with financial management and accounting experience and qualifications, with experience in providing financial support to not-for-profit organisations for the management of projects funded by external donors, such as the European Union. The post holder will be responsible for ensuring we have the right financial and administrative systems in place, and ensure they are regularly reviewed.

The perfect match would be someone with a passion for numbers and strong organisation skills, attention to details and able to work under pressure and independently by managing their own time and work priorities.

This job opening would suit somebody who is flexible, able to work on different issues simultaneously and can carry out a diversity of tasks in the finance and administration area, from providing senior advice to the Executive Director and Treasurer on our financial strategy, bookkeeping and preparing financial reports, to creating and sustaining an appropriate culture of compliance among all staff.

We are looking for someone who would be excited to contribute to the mission of the FTAO of promoting more equity in international trade with their strong finance and administration skills.

Last but not least, we are looking for a friendly team member!

## **JOB TASKS**

### **1. Office budgeting**

- Draft annual budget and amend, carry out updated forecast during year
- Update actuals monthly (income-expenditure)
- Set up budget lines on existing accounting software (Exact)
- Maintain an overview of the overall cash position
- Maintain overview of suppliers (contracts, payment terms, allocation to projects)

### **2. Consolidation of office and project budgets**

- Oversee consistency of general budget with grant budgets, by liaising with project coordinators
- Prepare overview of grants and core funding to optimize the allocation of activities / expenditure to the different grants in a strategic way
- Keep overview of allocation of staff time to different externally-funded projects

### **3. Financial support to project coordinators**

- Support project coordinators in building a budget for fundraising bids
- Create timeline for project financial obligations
- Meet project coordinators monthly, if needed, to update on progress
- Provide overview of grant payments from donors
- Issue regular reports on transactions by project
- Update on project progress towards budget
- Produce project financial reports
- Support project coordinators in managing project budget
- Prepare project supporting evidence for auditors

### **4. Bookkeeping and monthly reporting**

- Book all transactions on existing accounting software (Exact)
- Regular reporting on issues, questions to Executive Director
- Chase missing documents
- Book payroll documents, monthly
- Issue invoices and requests for membership fees

### **5. Managing bank account**

- Add statements to accounting software (Exact) and reconcile regularly
- Prepare payment runs once a month
- Request account software missing evidence regularly

### **5. Prepare audits**

- Prepare information for project and annual audits by external auditor

Prepare annual accounts, serve as main contact person and ensure liaison with auditor

## **6. Compliance**

Obtain professional legal and tax professional advice, when needed. Serve as main contact point and closely work with legal and tax external advisors, maintain calendar of legal and tax obligations, preparing calculations and support the Executive Director in filing VAT and other relevant tax declarations

Keep official register of Board members up to date

Propose updates, improvements to finance and administrative policies, when relevant

Manage system to ensure relevant team members can easily fill-in timesheets when required by external donors

Support team members in complying with internal policies on invoice payments, reimbursement forms, VAT, as well as the internal procurement and sustainable office policies.

## **7. Payroll**

Ensure Belgian payroll obligations are met, including timely and accurate payment of salaries, with the support of an external firm if needed (process under review)

## **PERSON SPECIFICATIONS**

### **ESSENTIAL**

Bachelor's degree or equivalent

Experience in carrying out similar tasks as those mentioned above

Knowledge donor financial requirements for grants, including the European Union

Minimum of 3 to 5 years of experience across the different tasks as described in the job description

Good working knowledge of English, as well as either Dutch or French

### **DESIRABLE**

Formal accounting qualifications, for example CIMA or equivalent

Experience in a small not-for-profit organisation

### **WE OFFER**

A stimulating and dynamic young international work environment

A salary of 3,680 gross EUR / month for a full time position, with additional 13th month and holiday pay (a total of 51,000 EUR gross annually for a full time position)

Flexibility for teleworking

Local public transport reimbursement and professional costs allowance

One meal voucher per worked day

Complementary hospitalisation insurance

28 paid holidays a year (for full time position)

Contribution to a private pension scheme (2% of gross remuneration) being set up

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FTAO is an equal opportunities employer and does not discriminate on the basis of personal characteristics such as age, gender, gender identity, ethnicity, religion, sexual orientation or national origin.

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To apply, send your CV and application letter to Virginia Enssle ([enssle@fairtrade-advocacy.org](mailto:enssle@fairtrade-advocacy.org)) by 5 December at 23h59 CET. Please indicate in your application letter how many years of relevant experience you have for each of the 7 above-mentioned job tasks groups.

Candidates will only be contacted if selected for an interview. On-line interviews will take place in the morning of 13 December, in English.

Thanks for your interest in Fair Trade and in working with us!

**Fair Trade Advocacy Office**

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[www.fairtrade-advocacy.org](http://www.fairtrade-advocacy.org)

Questions?  
Contact Virginia Enssle  
[enssle@fairtrade-advocacy.org](mailto:enssle@fairtrade-advocacy.org)