

## JOB ANNOUNCEMENT

### HR AND FINANCE OFFICER

**Preferred start:** Ideally, October 2022 (negotiable)  
**Contract type:** Indefinite contract, 50% (open to discuss)  
**Location:** FTAO (Brussels, Belgium), with flexibility for teleworking  
**Reporting to:** FTAO's Finance and Administration Manager  
**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 experience in payroll management under Belgium law and project finance. Our new colleague will work alongside the Finance Manager in providing payroll processing and support. He/ She will also assist project coordinators in budgetary control across different projects and in drafting budgets for grant applications.

The perfect match would be someone with a passion for payroll, numbers and strong organisation skills, attention to details and able to work under pressure. 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. 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

### Payroll Management

- Collect time sheets and manage payroll entries in the system
- Ensure monthly payroll reconciliation
- Liaise with social secretariat in issues related to payroll
- Assist the calculation of total staff cost, the staff simulation
- Support Finance Manager and Executive Director in budget allocation to optimize the use of resources.
- Ensure Belgian payroll obligations are met, including timely and accurate payment of salaries
- Respond to general payroll queries and provide support and advice to the colleagues as required

### Financial support to project coordinators

- Provide cost data to prepare and update budgets
- Overview the timeline for project financial obligations
- Support project coordinators in their liaison with donors when they need to request changes in the budget or other similar issues

### Other HR tasks

- Processing of all new starters, contracts, staff onboarding and terminations when needed

### Audit

- Assist the Finance Manager and Project Coordinators for the project audits

## PERSON SPECIFICATIONS

### Essential

Bachelor's degree or equivalent

Experience in a carrying out similar tasks as those mentioned above

Knowledge of the Belgium payroll system and HR applicable law

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

Knowledge donor financial requirements for grants, including the European Union

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 **2,700 gross EUR / month for a full-time position**, with additional 13th month and holiday pay (a total of 37,584 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
- 28 paid holidays a year (for full time position)

*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.*

## TO APPLY

To apply, please send your **CV and application letter** to Jorge Conesa ([conesa@fairtrade-advocacy.org](mailto:conesa@fairtrade-advocacy.org)) by 8 September 2022 at 23h59 CET.

**Please indicate in your application letter how many years of relevant experience you have for each of the above-mentioned job tasks groups.**

Candidates will only be contacted if selected for an interview.

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

**If you have questions,** contact Jorge Conesa at [conesa@fairtrade-advocacy.org](mailto:conesa@fairtrade-advocacy.org)

**Fair Trade Advocacy Office**

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