

FAIR TRADE ADVOCACY OFFICE

JOB OPENING - Administrator and Junior Finance Officer

Preferred start	Ideally, 15 March 2023 (negotiable)
Contract type	Indefinite contract, 80% (negotiable)
Location	Brussels (Belgium), with flexibility for teleworking
Reporting to	Finance 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 (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

WE ARE LOOKING FOR ...

A new team member with experience on administration, a basic knowledge on financial management and project management, and willingness to work hand-in-hand with the senior finances manager to assume each time more responsibilities.

Experience in providing financial support to not-for-profit organisations and on the management of projects funded by external donors, such as the European Union would be an important asset.

The post holder will be responsible for implementing the financial guidelines and administrative systems which will be developed by the senior financial manager and the managing director.

The perfect match would be someone with a passion for numbers and strong organisatio skills, attention to details. Our new colleague will be working closely with a team of seven project coordinators to ensure that a robust implementation of the organisation's financial guidelines and requirements related to reporting and use of funds.

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.

JOB TASKS

The FTAO is looking for a team composed of a senior finances manager (consultant) and an administrator and junior finances officer (permanent contract).

This is the distribution of tasks:

Senior finances manager	Administrator and junior finances officer
1. Organisational budgeting	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Maintain overview of suppliers (contracts, payment terms, allocation to projects) <p>Support by assuming tasks as requested by the finances manager</p>
2. Consolidation of office and project budgets	
<ul style="list-style-type: none"> • 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 	<p>Support by assuming tasks as requested by the finances manager</p>
3. Financial support to project coordinators	
<ul style="list-style-type: none"> • Produce project financial reports • Oversee the work done by the administrator, and answer questions in an ad-hoc basis 	<ul style="list-style-type: none"> • 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 • Support the senior finance manager in producing project financial reports • Support project coordinators in managing project budget
4. Bookkeeping and monthly reporting	
<p>Oversee the work done by the administrator, and answer questions in an ad-hoc basis</p>	<ul style="list-style-type: none"> • Book all transactions on existing accounting software (Exact) • Regular reporting on issues, questions to Executive Director • Chase missing documents • Book payroll documents, monthly

	<ul style="list-style-type: none"> • Issue invoices and requests for membership fees
5. Managing bank account	
<ul style="list-style-type: none"> • Prepare payment runs once a month 	<ul style="list-style-type: none"> • Add statements to accounting software (Exact) and reconcile monthly • Request account software missing evidence regularly
6. Prepare audits	
<ul style="list-style-type: none"> • Prepare information and evidence for project and statutory audits by external auditor • Prepare annual accounts, serve as main contact person and ensure liaison with auditor 	<p>Support project and statutory audit activities with a collaboration of project officers and senior finance manager.</p>
7. Compliance	
<ul style="list-style-type: none"> • 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 (or delegate tasks to the administrator) • Propose updates, improvements to finance and administrative policies, when relevant 	<ul style="list-style-type: none"> • Keep official register of Board members up to date • 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. • Support by assuming tasks as requested by the finances manager
8. Payroll	
	<ul style="list-style-type: none"> • Ensure Belgian payroll obligations are met, including timely and accurate payment of salaries, with the support of an external firm

PERSON SPECIFICATIONS

ESSENTIAL

- Bachelor's degree or equivalent
- Experience in a 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 2,923 gross EUR / month for a full-time position, with additional 13th month and holiday pay (2,923 EUR/ month gross for 80%)
- 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)

HOW TO APPLY

To apply, send your CV, application letter, and economic offer to Paola Plaku (plaku@fairtrade-advocacy.org) **by 18 February 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!

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.

Fair Trade Advocacy Office

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Questions? Contact Virginia Enssle, enssle@fairtrade-advocacy.org