Vacancy notice

Permanent contract

Department: FINANCE

Post: Finance Officer

Job description:

Accounting:

- Bookkeeping and accounting for several entities (SPRL, ASBL and Private Foundation), including preparation of annual financial statements and preparation for audits.
- Verify and book financial reports and accounts of regional/representative offices abroad.
- Contribute to verifying and booking of financial reports by partners and affiliated entities.
- Contribute to bookkeeping and accounting of ITUC by providing support to and backing up for colleagues as needed.
- Advise management on tax and administration compliance; prepare and file tax returns and prepare other relevant documents.

Finance:

- Contribute to the preparation of annual budgets, cash flow forecasts, and reports of actuals vs budgets for all entities. Contribute to the preparation of annual financial reports of ITUC.
- Advise and follow up on financial issues such as exchange rate fluctuations coverage, investments...

Projects Finance:

- Contribute to the financial monitoring of projects with internal and external funding: support/contribution to budget preparation, accounting control of projects, financial monitoring and reporting, including preparing donors' reports and external project audits.
- Provide support and guidance on financial issues projects financial management to other departments within ITUC, regional offices and organisations and external partners. Ensure that standards and regulations of donors are understood and complied with.
- Contribute to the general responsibilities of ITUC Financial department as needed.

Qualifications:

Required:

- Bachelor in accounting/finance or equivalent professional qualification
- Knowledge of Belgian accounting standards and tax regulations
- At least 2 years' relevant experience, preferably in the non-profit sector
- Fluent in English or French and good working knowledge of the other
- Advanced practice of an accounting software or ERP
- Highly organised, with a commitment to meeting deadlines
- Analytical skills and attention to details
- Cultural awareness and respect for diversity in a multicultural work context
- Commitment to trade union values

Desirable:

- Experience in an international environment
- Experience preparing financial reports to donors and preparing for audits

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- Experience of European Union grants management and reporting requirements
- Knowledge of the trade union movement
- Working knowledge of Spanish

We offer an attractive salary and significant extra-legal benefits. We are an Equal-Opportunity employer and we encourage appropriately-qualified women, candidates from developing countries and members of minorities to apply.

Closing date: 31 July 2016

Applications: Applications should be sent, together with CV, to Vik Meeuws, Human Resources Director
vik.meeuws@ituc-csi.org