

Vacancy notice

Replacement contract (maternity leave – 6 months minimum)

Department: Finance
Post: Financial Controller

The International Trade Union Confederation (ITUC) represents the world's working people through 337 member organisations in 167 countries. We are the largest democratically elected movement in the world.

JOB MISSION

The Financial Controller will maintain and prepare accurate and reliable financial reporting in compliance with the accounting rules, ITUC's financial procedures and donors regulations. The Financial Controller is also responsible for preparation and encoding of financial reports from partners, accruals, and is involved in the quarterly and annual closing of accounts. The job might cover multiple legal entities (SPRL, ASBL, Foundation etc.)

The Financial Controller need a strong sense of organisation, priorities and time management and with a concern for quality, efficiency, accuracy and cost awareness.

The position will involve:

- Verification of invoices, credit notes, travel authorisations, payment vouchers in compliance with contracts, purchase orders, ITUC financial procedures and donor regulations and address issues timely;
- Encoding invoices, and partners financial reports into the accounting system;
- Controlling differences/accuracy of currency conversion;
- Maintain invoices, credit notes and all financial documentation required for audits and supporting the accounting team in preparing files in view of different audits (internal; external);
- 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 on 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;
- Supporting the ITUC Director of Finance and Human resources in the monthly closings, quarterly reports and budget planning;
- Updating relevant data's into the tools and relevant monitoring tables;
- Provide support, assistance and back-up to the Financial control team;
- Contribute to rules, procedures, and practices drafting or improvements ensuring a sound financial management of the organisation;
- Fulfilling other responsibilities and tasks as necessary for the good organisation of the office, as mandated by the ITUC Director of Finance and Human resources.

Profile and competences required

Education and Experience

- Bachelor Degree in Finance and Administrative qualifications, with a minimum of 2 years working experience in finance / accounting;
- Experience and knowledge of financial, accounting and budgetary information and control systems, accounting principles, tax matters, internal control procedures;
- High standard of spoken and written English, knowledge of another ITUC official language appreciated;
- Experience not-for-profit environment;

Specific competencies

- Excellent command of MS Office systems in particular Excel and knowledge of Microsoft Business Central is an asset;
- Experience with grant administration;

Other competencies

- Team-orientated work ethic;
- Commitment to deliver on tasks allocated and respond in a timely manner to deadlines;
- Action-oriented, responsible and self-managed, creative and willing to take initiatives and continuous improvement minded;
- Good inter-personal and communication skills within a multi-national context, including diplomacy, discretion and confidentiality;
- Positive and constructive attitude in an evolving environment;

We offer an attractive salary and benefits package.

Once appointed, the postholder must live within daily commuting distance from the Brussels' office.

The ITUC is an equal opportunity employer, and we encourage appropriately qualified candidates, especially women, candidates from developing countries and minorities to apply.

Closing date: 8 October 2023, 17:00 Brussels time

Applications: CV and cover letter should be sent in English to HR – jobs@ituc-csi.org