



HEAL is recruiting a Finance and Administrative Officer (July 2020 – December 2020)

The Health and Environment Alliance (HEAL) is the leading not-for-profit organisation addressing how the environment affects human health in the European Union (EU) and beyond. HEAL works to shape laws and policies that promote planetary and human health and protect those most affected by pollution, and raise awareness on the benefits of environmental action for health.

HEAL's over 80 member organisations include international, European, national and local groups of health professionals, not-for-profit health insurers, patients, citizens, women, youth, and environmental experts representing over 200 million people across the 53 countries of the WHO European Region.
(Website: www.env-health.org)

If you would like to be part of a committed team and work in a dynamic working environment across from the European Commission's headquarters, here is your chance.

Main Responsibilities include:

Finance

- Preparing bookkeeping and registered expenditure, processing of claims, payments and invoicing
- Preparing payments for verification
- Keeping track of the cash flow and provide regular updates
- Assisting with the preparation of budgets for applications and reporting
- Assisting with audit preparations

Human Resources

- Preparing salaries
- Revising, monitoring and defining internal procedures, manuals and checklists

Logistics

- Responsible for organising meetings, conferences, workshops, and any logistical coordination including HEAL's Annual General Assembly

Membership

- Processing of membership fees and waivers and preparing invoices
- Responsible for processing new member applications and researching new potential members

Office Management

- Provide organisational support on various administrative and operational duties

Required qualifications:

- Graduate of business administration, accounting, economics or other related fields
- At least 2 years of relevant experience
- Knowledge of book-keeping principles and processes
- Experience in EU project is an asset
- Fluent written and spoken English and French
- Proficiency in standard office software packages and a good knowledge of Excel



We're looking for a candidate who:

- is well organised and methodical with strong attention to detail
- is able to maintain discretion and confidential information
- has strong interpersonal skills and can work well as part of a team, as well as independently
- has good time management skills and an ability to prioritise
- is pro-active and flexible
- has an interest or experience working in an environmental health organisation or public interest NGO

HEAL offers:

- Belgian full-time contract (38 hours/5 days week). HEAL offers a competitive salary and extra benefits
- Contract duration of 6 months, with possibility to renew
- A stimulating, international work environment and an opportunity to work for a worthy cause
- Start date: ideally 1st July 2020

How to apply: Please send your CV and your motivation letter detailing your qualifications and why you want to work for HEAL by email to sara@env-health.org. Please add the reference **Finance and Administrative Officer** in the subject line.

Deadline: Open until filled. Interviews foreseen in May and June 2020.

Due to the volume of enquiries, we regret that only short-listed candidates will be contacted. Please note that only applicants with an existing right to work within the European Union will be considered.