



CALL FOR INTEREST:

Financial Accountant Consultant

HEAL is looking for a consultant with experience in accounting and human resources.

Health and Environment Alliance (HEAL) is a leading European not-for-profit organisation addressing how the environment affects health in the European Union and beyond. Our alliance brings together over 90 member organisations, representing health professionals, not-for-profit health insurers, doctors, nurses, cancer and asthma groups, citizens, women's groups, youth groups, environmental NGOs, scientists and public health institutes. Members include international and Europe-wide organisations, as well as national and local groups. (website: www.env-health.org).

The selected expert will work closely with the HEAL Finance and Office Manager to strengthen the organisation's finances and human resources department.

Tasks:

- Responsible for bookkeeping
- Responsible for maintaining monthly and yearly accounting controls
- Responsible for keeping track of cash flow and monitoring expenditure
- Responsible for bank reconciliation
- Support on preparing and processing payments
- Support on Human Resources department
- Support on audit preparations
- Support on financial reporting
- Support on administrative formalities

Experience:

- Graduate of business administration related degree, with an interest in finances, accounting and controlling.
- 2-5 years' experience is required.
- Knowledge of Belgium book-keeping principles and processes is a must.
- Experience in Human Resources
- Fluent written and spoken English and French
- Experience in BOB accounting software is desirable.
- Proficiency in standard office software packages and a good knowledge of Excel

Conditions and selection procedure:

The contract will be awarded for work carried out between January and December 2021, for 1 to 2 days a week. The consultant should be based in Brussels. Contract signature is expected for the 4th January 2021.

Deadline: 24th December 2020

Please send your letter of motivation and CV in English with the subject heading "Application HEAL Financial Accountant Consultant" to Sara Azcona Zabala, Finance and Office Manager



email: sara@env-health.org. The letter of motivation should detail how your skills and experience are relevant to the job as well as your daily rate (including all taxes)

Offers will be evaluated based on price, quality and experience.

Those applicants whose tenders are shortlisted will be contacted. We may in the meantime contact you for further information. Submitted documents will not be returned. Bidders may ask for feedback

Date of publication of tender: 9th December 2020