



Call for tender: Financial Accounting Services

Date: 31 October 2023

Deadline for applications: 14 November 2023

Project timeframe: January-June 2024

About HEAL

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. 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. Please visit our website for more information: www.env-health.org.

Project

The Health and Environment Alliance (HEAL) is looking for a **Financial Accountant Consultant** to provide financial administration support. We are looking for someone who wants to use their expertise to **help create a better, healthier world**. We specifically need someone who has:

- Knowledge of Belgian bookkeeping principles and processes,
- Two to five years of experience in financial administration, and
- Experience using the BOB accounting software.

Duties and deliverables

The Consultant will be responsible for the following tasks and duties:

- Undertaking regular bookkeeping
- Maintaining monthly and yearly accounting controls
- Keeping track of cash flow and monitoring expenditure
- Completing bank reconciliations
- Providing support for preparing and processing payments
- Assisting with audit preparations
- Providing support for financial reporting
- Providing general administrative support.

Selection criteria

We are looking for someone who meets the following criteria:

- Graduate of business administration related degree, with an interest in finances, accounting and controlling
- 2-5 years' experience in financial administration
- Knowledge of Belgian bookkeeping principles and processes
- Fluent written and spoken English and French
- Experience with using the BOB accounting software (knowledge of CODA and DEMAT is desirable)
- Proficiency in standard office software packages and a good knowledge of Excel

Terms and conditions

The contract will be awarded for work carried out between January and June 2024, for 2 days a week. The consultant should be based in Belgium. Contract signature is expected by the end of November.

Submissions

To respond to this opportunity, please send your offer in English to Stefan Grand-Meyer, Director of Operations, email: stefan@env-health.org, in an email with the subject heading: "Tender – Financial Accounting Services". The deadline for submissions is 14 November 2023. Please make sure to

- Specify how you meet the selection criteria and declare any conflicts of interest that you might have
- Provide a total price for you to deliver the project, including VAT if applicable.

Offers will be assessed based on price, quality and experience. Those applicants whose tenders are shortlisted will be contacted. In the meantime, we may contact you for further information. Submitted documents will not be returned. Bidders may ask for feedback.