



Job description – Finance and Operations Officer

Reporting to: Director of Operations

Purpose of the role: The Finance and Operations Assistant provides financial administration and operational support to the Head of Finance, the Director of Operations and the wider Senior Management Team. They assist in daily filing, bookkeeping and budget and accounting-related tasks, support regular Human Resources processes, and provide general administrative and logistical support to the team.

Salary scale: B

Key duties:

Finance

- Take care of bookkeeping and administration of invoices and accounting documents in adherence to Belgian accounting practices and standards under the guidance of the Head of Finance
- Prepare payments to suppliers on a weekly basis
- Assist the Head of Finance with audit preparations and financial reporting
- Engage in other ad hoc finance-related tasks, including drafting initial membership fee bills and fee waivers before managerial check

Human Resources

- Assist the Director of Operations with payroll processing, leave management and other regular HR tasks
- Provide administration and coordination support for recruitment procedures, including advertising vacancies, liaising with selected candidates, organising interviews, etc.

Membership

- Receive new membership applications and prepare them for review by the Senior Management Team
- Assist the Director of Operations with maintaining the HEAL membership register and the membership engagement platform

General operational support

- Answer the office telephone and check the mail

- Coordinate with vendors and suppliers and maintain a centralised vendor and supplier database
- Purchase office supplies and assist the Director of Operations with tender and procurement processes as needed, in line with HEAL's Procurement Policy
- Provide support for the organisation of events, including distributing invitations, processing RSVPs, organising catering, etc.
- Make travel arrangements and booking accommodation for travelling team members, in line with HEAL's Travel Policy
- Provide general administrative support to members of the Senior Management Team as needed

Organisational development

- Help foster a continuous learning environment at HEAL
- Participate actively in HEAL meetings and HEAL general assembly
- Undertake any other relevant tasks and duties delegated by the Director of Operations in line with the responsibilities of the post

Person specification

Required skills, knowledge and experience

- Graduate of business administration related degree or equivalent professional experience
- A minimum of 3 years of experience as a finance and/or administration officer, preferably in the not-for-profit sector
- Excellent time management skills with a proven ability to meet deadlines
- A positive can-do attitude, with strong problem solving skills and a high attention to detail
- Proficiency with Microsoft 365 applications (Word, Excel, PowerPoint, Teams, etc.)
- Strong organisational, communication and interpersonal skills
- Proficient in written and spoken English and French
- Commitment to HEAL's values and mission

Desirable skills, knowledge and experience

- Qualification or equivalent experience in finance management, accounting or related
- Knowledge of Belgian bookkeeping principles and processes
- Proficiency with accounting software (BOB preferred)
- Experience in events planning and organisation
- Knowledge of additional European languages