



## Vacancy

IFOAM Organics Europe  
Administrative Assistant on  
Finance, HR, and Office

## Vacancy:

### About IFOAM Organics Europe

IFOAM Organics Europe is the European umbrella organisation for organic food and farming. We represent organic in European policymaking and advocate for a transformation of food and farming. Our work is based on the principles of organic agriculture – health, ecology, fairness, and care. With 200 members in 34 European countries, our work spans the entire organic food chain. The European institutions recognise IFOAM Organics Europe as the leading advocate for organic food and farming on EU policy.

**Job title:** Administrative Assistant on Finance, HR, and Office

### Job purpose:

The Administrative Assistant on Finance, HR, and Office will organize and manage the office's day-to-day finance and HR administration. Will ensure effectiveness and compliance with internal finance and HR procedures and maintain the quality of finance and HR data management. Will assist the Finance Consultant and HR Consultant. The Administrative Assistant on Finance, HR, and Office plays a crucial role in ensuring that financial operations run smoothly and accurately and that financial records are maintained in compliance with internal company procedures.

**Interviews with the selected candidates will take place on 5 June. Please, make sure to save the date.**

## Key tasks:

### Finance Administration:

- Managing financial administration: this involves maintaining accurate document management of financial transactions, including invoices, receipts, and bank statements. The finance assistant may also be responsible for filing and organizing these records
- Preparing sales invoices
- Processing payments, including petty cash and bank card management. Ensuring all the proofs of payment are compliant with internal rules, and approved
- Processing travel reimbursement forms and following up with employees to ensure compliance with internal rules
- Reconciling bank and credit card transactions, ensuring that all transactions are supported by the required documents
- Assisting with audits, providing documentation as needed
- Create and update finance spreadsheets, data entry
- Copying, scanning, emailing, organizing, and archiving finance documents
- Training staff on invoices & VAT, and other financial procedures
- Providing administrative information to DKV (medical insurance provider) and Edenred (lunch voucher provider)
- Liaising with external (finance and HR) providers for all administrative and accountable documents
- Liaising with staff members regarding invoices, travel reimbursements, finance administrative documents, and information

### HR administration:

- Following office procedures and working rules manual to ensure that they are updated, implemented by the staff, and deposited in the Moniteur Belge if relevant
- Liaising with Manager/Consultant responsible for HR and Legal areas regarding any HR and legal questions raised by staff members and trainees

- Supporting Manager/Consultant responsible for HR and Legal areas with new staff contracts, trainees contracts, amendments, and closing contracts (drafting, formatting)
- Preparing leaving of staff, trainees/volunteers and inhouse consultants: close all the administrative information
- Preparing arrival of new staff, trainees/volunteers and in house consultants: insurance, Edenred, other legal documents
- Introducing new staff members, in-house consultants, and trainees/volunteers to the office functioning and rules
- Collecting and providing information and administrative documents for salary payments (sick leave, travel, other leaves, corrections) and relevant documents for trainee allowance payments
- Follow up with insurance (DKV, civil responsibility, etc.)
- Being the contact person for IDEWE, the organisation responsible for the wellbeing of staff

### **Office Coordination:**

- Directing internal and external calls, emails, and post mail to designated units
- Monitoring office supplies and equipment and order replacements (stationary, coffee, tea, etc.)
- Being the person of contact for the service providers (phone, cleaning services, building, handyman, etc.)
- Participating in improving office environment (plants, more environmentally friendly)
- Ensuring the office is clean, and the employees respect the office rules (kitchen, sanitary)
- Scheduling and organising documents for staff weekly, monthly, and quarterly meetings
- Being a responsible person for security and prevention in the office (e.g. fire prevention)
- Being the person of contact for the IT Consultant
- Liaising with staff members regarding hardware (problems encountered, requests for equipment, etc.,)
- Monitoring IT equipment (list of equipment, storage, depreciation list)
- Preparing workstations for new staff
- Following up with the softphone system (user access and account)
- Supporting staff members with workstation equipment
- Changing Netgear Disk.

### **Occasional and temporary tasks:**

- Performing other administrative tasks: the Administrative Assistant on Finance, HR, and Office may perform other administrative tasks as needed, such as filing paperwork, scheduling appointments, contacting partners or authorities, and finding accommodation for trainees/volunteers, etc.

## **What kind of person are we looking for?**

### **Education & Qualifications**

- Studies in administration or equivalent experience in Administration, Accounting or Human Resources

### **Experience - Essential**

- Proven work experience as Administrator or similar role
- Excellent knowledge of MS Excel (creating spreadsheets and using financial Excel functions)
- Effective communication skills in English including verbal and written skills
- Understanding of finance and bookkeeping procedures
- Knowledge of HR administration procedures

### **Experience – Desirable**

- Knowledge of French and other languages
- Knowledge about/work experience in Non-Governmental-Organisations

- Knowledge about/work experience in the EU institutions

### Skills & Attributes

- Excellent time management and organizational skills
- Excellent administration skills
- High attention to detail
- Strong problem solving and communication skills

### Conditions of employment

- Full time position - Monday to Friday, 38 hours/week
- Based at the IFOAM Organics Europe office in Brussels
- Salary between 26.000 and 36.000 gross yearly depending on qualifications and experience
- Employment period: indetermined contract with a starting date as soon as possible
- Public transport coverage from home to the office or bike km
- Home working allowance on daily base
- Hospitalisation and health insurance plan A-Z from DKV
- Meal voucher (€8/ working day with €1.09 at charge of the employee)
- €250 eco-cheque/year (prorate of the number of months worked)
- Working from abroad (max 1 month per civil year)
- Holidays payment (92% of the salary in June if applicable)
- 24 days holiday per year
- Extra holiday: Christmas Break from 24th December to 31st December and the Friday after Assumption

### How to apply?

Apply through the following link: [Administrative Assistant on Finance, HR, and Office](#)

**Application deadline: 29 May 2023**

Please, be aware that given the number of applications, we will contact only the selected applicants.