



**Health Care Without Harm (HCWH) Europe is recruiting a part time Finance and Admin Officer**

**Location:** Brussels, Belgium

**Position type:** This position is for a dynamic, highly self-organised person, who can handle different demands, work independently, and be an excellent team player. The position is part-time (19 hours per week).

**Specialism:** Provide financial and administrative support to the staff and organisation.

**Closing date:** 18<sup>th</sup> November 2016

**Organisation Overview:**

HCWH is a non-profit organisation that works to transform the healthcare sector worldwide so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice.

HCWH has offices in Europe, the US, Latin America and Asia and works closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 25 countries of the WHO Euro region and currently has 76 European members. The European office is located in Brussels. For more information please visit: <http://noharm-europe.org>

**Position Overview**

HCWH Europe is looking for a dynamic, highly self-organised person that can take initiatives and follow them through achieving clear measurable results. S/he will report to the Executive Director. This is an open-ended contract, dependant on funding.

## **Job Responsibilities**

### **Finance**

1. Process invoices, expenses and payments using WinBooks accounting software;
2. Maintain analytical accounting to provide accurate costs for separate funding streams and incomes;
3. Provide financial and administrative assistance for funding applications, and assist with fundraising initiatives;
4. Prepare and deliver regular financial reports for the director, board and members;
5. Prepare annual accounts and submit them to the auditor;
6. Prepare and review project budgets and annual budgets;
7. Support staff in travel planning and bookings;
8. Ensure compliance with financial and other statutory rules and regulations.

### **Human Resources**

1. Assist with the management of HR and liaise with the social secretariat, insurances, ticket restaurant provider, etc.;
2. Coordinate HR reporting such as staff records, contracts and annual performance reviews;
3. Contribute to on-boarding of new staff and interns.

### **Office Management**

1. Prepare and assist with Board and member's meetings and AGM;
2. Liaise with landlord, suppliers and contractors, maintain contracts to ensure the smooth running of the office;
3. Create, improve, and/or implement existing financial and administrative procedures and policies;
4. Carry out other duties that may reasonably be required in the light of the main purpose of the job;
5. Travel to meetings within Europe and internationally as required.

## **Educational/professional qualifications**

- Finance/Accounting qualification; familiar with the Belgium administrative environment;
- Excellent English proficiency, Dutch and/or French would be helpful, other European languages welcome;
- Experience with member-based networks or organisations;

- Working knowledge of EU institutions and processes;
- Experience or interest in environmental health policy;
- Must be legally eligible to work in the EU or possess a work permit in Belgium.

### **Skills and Abilities**

- Ability to take initiatives with strong attention to details;
- Strong interpersonal skills and ability to work successfully within a team and autonomously;
- Willingness to acquire knowledge and new skills and to implement these in the position;
- Good working knowledge of standard office software (Word, PowerPoint, Excel), Internet, and WinBooks, prepared to acquire new skills if needed by the job;
- Excellent personnel and phone manners;
- Excellent social skills and excellent team-player;
- Experienced in developing and implementing effective financial systems;
- Commitment to work in a small team with a multi-cultural working environment.

### **Salary:**

Salary is dependant on qualifications and experience. Please state your salary expectations in your application. HCWH Europe offers additional Belgian benefits, such as ticket restaurant vouchers, monthly travel support, holiday payment, and a 13-month salary. Pro-rata applies.

### **How to Apply:**

The position is based in our office in Brussels, (part time, 2.5 days per week), starting in January 2017. Please send your CV and cover letter (no more than one page) explaining your motivation for the position to [anja.leetz@hcwh.org](mailto:anja.leetz@hcwh.org) by **18<sup>th</sup> November 2016** and state '**Application for Finance and Admin Officer**' in the subject line of the email. Please also state your salary expectations.

HCWH Europe provides a standard Belgian contract (including holiday payment, a 13-month salary, ticket restaurant vouchers, and travel support).

Please note that only candidates selected for interviews will be contacted. Interviews are expected to be conducted in Brussels on 6<sup>th</sup>/7<sup>th</sup> December 2016.