



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Office and Finance Administrator
<b>RESPONSIBLE TO:</b>	Director of Finance and Operations (London)
<b>LOCATION:</b>	Brussels, Belgium
<b>HOURS</b>	Full Time 38 hours per week (part time also considered).
<b>SALARY</b>	Salary commensurate with experience

### **PURPOSE**

To provide support to Fair Trials' Brussels office and its charitable activities. The role will work closely with the Brussels team of lawyers and communications experts and the London-based finance and operations team to ensure the Brussels office and its finance are efficiently managed.

### **RESPONSIBILITIES**

- Support the local Brussels team to manage the office including:
  - Correspondence and filing
  - Suppliers and office supplies including utilities
  - The work environment
- Manage local financial and other processes including
  - Back-up for payments and approvals
  - Back-up for payroll and approvals
  - Holiday records
  - Credit card and petty cash administration
  - Personnel records
  - Banking
  - Financial reporting on grants
  - Compliance with Belgian governance requirements.
- Supporting the Brussels team with the operational aspects of projects. This will include
  - Ensuring compliance with financial disciplines and controls, such as competitive tendering for event venues
  - Liaising with partners on financial reporting
  - Liaising with the European Commission and other funders
- Carry out any other duties that may be required by local or London-based management.

### **PERSON SPECIFICATION**

#### **Essential**

- The right to work in Belgium

- Experience of administration and financial management in a small office environment
- Competency with Microsoft Office based IT (including Excel)
- Highly organised and systematic with effective time-management skills
- Good attention to detail
- Strong communication skills – verbal and written, with fluency in English and French or Dutch
- A quick learner used to working well under pressure
- Self-confident and an ability to take the initiative, manage own time and workload
- A team-player and a willingness to be flexible according to the current demands of the charity

**Desirable**

- Experience of Belgian regulatory regime
- Experience of EU funding
- Experience of coordinating events and partnership projects

**Fair Trials – February**