

Admin & Financial Manager

EPHA is Europe's leading NGO advocating for better health. We bring together the public health community to provide thought leadership and enable change. We build public health capacity to deliver equitable solutions to European public health challenges, such as *air pollution*, access to *medicines*, and *health-enabling food systems*, **to improve health and enable health equity**. As a member-led organisation, made up of health professionals, research organisations, patient and disease groups, and vulnerable population groups, we work with key policy and decision makers to improve public health in Europe.

To secure the change, capable, courageous, value driven, and cohesive team is the key ingredient, which is what EPHA can rightfully boast about. Our professional, upbeat, vibrant, multicultural team creates an open, warm, and inclusive working environment.

To strengthen the team, we are looking for a highly motivated and dedicated **Admin & Financial Manager**. This position involves close collaboration with the Director General, the Treasurer and all colleagues involved in policy, networks & partnerships, and membership, to ensure the highest possible impact of the activities across the organisation.

Key responsibilities:

Finance

- Maintaining and updating EPHA's bookkeeping
- Preparing payments and register the bank extracts in the accountancy
- Issuing invoices for the membership fees
- Producing regular financial and management reports including monthly profit and loss accounts, cash flow and budget comparisons
- Preparing and monitoring budgets
- Preparing the closing accounts for the year including balance sheet items such as deferred expenditure, accounts receivable and payable
- Preparing the accounts for audit

Human Resources

- Liaising with the Social Secretariat (update on contracts, tracking & registering sick days, holidays, other leaves)
- Ordering meal vouchers
- Issuing new contracts, filing requests for CIP contracts
- Registering the employee to the collective benefits (health insurance, pension plan...)

Administrative & IT tasks

- Taking care of EPHA's various insurances with the broker
- Managing the relationship with EPHA's suppliers and contractors
- Ordering office supplies
- Publishing EPHA's Governance updates in Moniteur Belge
- Ensuring all the equipment is running efficiently and is properly maintained (IT materials)
- Keeping track of the laptops and ensure they are prepared by the IT company for new arrivals

The successful candidate **must** meet the following criteria:

- Formal education in finance/accounting
- Experience with non-profit finance management is an advantage
- Excellent organisational skills and ability to work autonomously and proactively
- Impeccable attention to detail
- Excellent communications skills, fluent written and spoken French and English, other languages are an advantage
- Enthusiastic team player with strong, demonstrable commitment to EPHA's vision and values, respectful and capable of working in a diverse team
- Eligible and able to work in Belgium.

What do we offer:

- Full-time position, based in Brussels, Belgium
- 1 year contract with possibility of extension (performance based, and funding permitted)
- Salary within a range of:
 - 2800 € - 3800 € gross/month plus benefits for a manager level depending on the relevant experience and qualification
- Competitive benefits including additional health insurance (hospitalisation, dental and outpatient), pension plan, meal vouchers, home allowances
- An opportunity to grow and broaden professional experience within a dynamic, growing multicultural organisation
- Additional holidays, flexible working conditions, with a generous working from home policy

Application process

To apply please send your **CV** and a **covering letter** describing your motivation for this position and how your skills, qualifications and experience match the above-mentioned criteria, to jobs@epha.org. Please state "**Admin & Financial Manager**" in the subject line.

Due to high volume of applications, only successful candidates will be notified of the outcome of the selection process and invited for an online interview.

- Deadline to apply: 1, November 2024
- Foreseen starting date: as soon as possible