

VACANCY ANNOUNCEMENT

January 2017

Finance Officer, Brussels

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

The ICJ office in Brussels (ICJ-European Institutions) is seeking to recruit a dynamic and flexible professional to provide financial management in support to all projects implemented through its office. The finance officer will play a key role in ensuring compliance with ICJ's financial procedures and reporting standards. The ideal candidate holds a degree in Business Administration, Accounting or a similar field and has worked for at least five years in accounting, financial management or business administration in Belgium, preferably in an international context.

RESPONSIBILITIES

- Develop and review annual operational budgets for the Brussels office;
- Prepare and review staff coverage calculations of the Brussels office employees and Europe regional programme staff;
- Draft budgets for project proposals and project realignments;
- Ensure compliance with internal, Belgian and donors' financial, accounting and financial reporting requirements;
- Validate purchase requests for the referenced projects and ensure the budget follow up by monitoring project expenses;
- Validate submitted invoices, money transfer, cash advances;
- Make necessary payments, including to consultants, service providers and Belgian authorities;
- Ensure accuracy and conformity of accounting documents and accounting entries;
- Consolidate and analyse project expenses to ensure accuracy and consistency;
- Develop and prepare financial reports for internal and external use;
- Organise the external review of Brussels office yearly accounts with the designated accounting firm;
- Coordinate office and project financial audits;
- Carry out, in collaboration with ICJ finance staff in the Head Office and regional offices, other relevant tasks as needed.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- Degree in Business Administration, Accounting, Financial Management or similar field;
- At least five years of relevant financial management experience in Belgium. Experience in an ASBL or AISBL, and/or in an international context an asset;
- Good knowledge of the financial rules, regulations and legislation in Belgium.

Other requirements

- Strong organizational, planning, time-management, and analytical skills;
- Attention to detail and accuracy;
- Good team player with excellent interpersonal and communication skills;
- Spoken and written Fluency in French and English;
- Proficient in the use of Microsoft office, particularly Excel. Knowledge of accounting software (such as SAGE) a strong asset;
- Ability to work under pressure and to adapt to changing priorities and needs;
- Commitment to human rights and the rule of law;
- Holding a EU Member State citizenship or a valid work permit in Belgium.

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The ICJ is an equal opportunities employer.

The position is based in Brussels (central location). No relocation package is foreseen.

APPLICATIONS should be addressed by **30 January 2017** with your resume (maximum two pages), a cover letter (maximum two pages) and the names of at least two references to:

Ref: Brussels Finance Officer

By email: europa-recruitment@icj.org

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries. We thank you for your understanding.