

May 2018

International Finance Officer, Brussels

The International Commission of Jurists (ICJ) - European Institutions is a non-profit organization (AISBL) established in Brussels, and part of a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights (www.icj.org).

We are recruiting a dynamic and flexible professional to provide financial management in support to projects implemented through the ICJ-European Institutions and Brussels office for the Europe Regional Programme and the Africa Regional Programme, including ensuring compliance with financial procedures, reporting standards, and statutory requirements. To provide support to the Europe Programme Director in the area of human resources and facilities management and to ensure the smooth running of the office. To develop and follow close communications with external partners and service providers and with ICJ-European Institutions and ICJ team members in Brussels, Johannesburg, Harare and Geneva.

RESPONSIBILITIES

Finance:

- Develop and review annual operational budgets;
- 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;
- Ensure a continuous verification of partner expenditures and prepare Interim and Final financial reports of projects;
- Follow up on the preparation of documents requested by the funding organisations after closure of projects;
- Develop and prepare financial reports for internal and external use;
- Check and validate cash needs and requests for payment prior to execution;
- Manage bank account balances to minimize foreign exchange volatility on cash held for programmes and operations;
- Fulfilling bank account responsibilities and follow-up on specific situations with the bank account manager;
- 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 Geneva Secretariat and regional offices, other relevant tasks as needed.

Human Resources:

- Coordinate recruitment, selection and evaluation of candidates;
- Develop and implement HR policies, rules and regulations applicable to the local office in cooperation with the Social Secretariat Services and ICJ Geneva Secretariat;
- Maintain relationship and communication with external partners such as the Social Secretariat in relation to HR matters such as contracts, insurances, monthly salaries, etc.
- Advise, inform and supervise the correct application of all HR methods and procedures and advise staff on HR matters;

- Coordinate and supervise personnel file administration, including personnel contracts, trainees, leave schedules, cost reimbursements, per diems, office subscriptions, etc;
- Advise on staff cost allocation for projects;
- Ensure accurate and timely management of payroll for staff in Brussels office;
- Keep regular communication with Human Resources Department of ICJ in Geneva on HR related matters

Administration:

- Ensure the smooth running of the office and supervise related staff in the areas of administration.
- Ensure that a rigorous internal control environment is maintained;
- Ensure that office building, equipment and utilities are well-maintained and adequate to needs; ensure adequate supplies
- Oversee administrative records, databases and files and ensure they are kept up to date and ensure physical and electronic archiving system, with the support of the Administration Assistant, according to internal needs;
- Evaluate existing provision of support to staff in different aspects like IT development needs, event organization, internal communication tools. Monitor and evaluate the services provided to improve and increase their quality and efficiency;
- Ensure effective communication while representing the ICJ-European Institutions in discussions with the external partners, as "Moniteur Belge", "Banque Carrefour des Entreprises", ONSS; landlord. etc. and manage contracts with external providers and partners relative to Admin implementations;
- Liaise with ICJ Geneva on administrative matters where relevant.

QUALIFICATIONS

The successful candidate for this position in Brussels 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

Other requirements

- Good knowledge of the financial rules, regulations and legislation in Belgium.
- Strong organizational, planning, time-management, and analytical skills;
- Attention to detail and accuracy;
- Good team player with excellent interpersonal and communication skills;
- Spoken & 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.

The ICJ is an equal opportunities employer.

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

This position is an indefinite contract with a probation period of three months.

APPLICATIONS should be addressed **by 20 May 2018** with your resume (maximum two pages), a cover letter (maximum two pages) and the names of at least two references to:

Ref: International Finance Officer, Brussels

By email: recruitment@icj.org

Please also note that candidatures will be considered as they are received.

Due to the volume of applications, only short-listed candidates will be contacted and we cannot answer phone enquiries. We thank you for your understanding.