

VACANCY ANNOUNCEMENT

October 2019

INTERNATIONAL FINANCE OFFICER (maternity cover) – Brussels

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

The ICJ is seeking to recruit for an International Financial officer for a maternity cover 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.

RESPONSIBILITIES:

FINANCE

- Bank and cash management of Brussels office: interlocutor with the bank, cash needs, payment of running costs and program expenses.
- Coordinate office and project financial audits.
- Filling financial documentation ensuring accuracy and conformity of accounting documents and accounting entries.
- Update financial information through accounting software.
- Support in the staff coverage calculations of the Brussels office employees with the supervision of GVA finance team including update of the payroll journal

FINANCIAL PROGRAM MANAGEMENT

- Draft new budget proposals and project realignments with the supervision of the Program Manager.
- Validates projects invoices and ensures they are aligned with donor requirements and project budget lines.
- Consolidates project documents requested by the funding organisations after closure of ICJ-EI projects, including program audits.
- Monitor budget expenses according to budget lines and donors' requirements
- with the supervision of GVA finance team and the Program Manager.
- Verify and monitor partner's expenditures are correctly recorded in the financial system according correct ICJ-EI budget lines. Confirm availability of funds for each donor.
- Prepare and develop ICJ- EI financial reports for internal and Interim and Final reports of ICJ-EI projects. Internal agreement to divide this responsibility with ARP IFO for ICJ-EI ARP projects with the supervision of GVA finance team and the Program Manager.

QUALIFICATIONS:

The successful candidate will have:

- Degree in Economics, Finance or other relevant university studies.
- At least 3 years working in development sector, and more specific in a similar role (Admin, Finance within NGO's).
- Previous knowledge of accounting software provider as Sage / Navision or others.
- Experience working with EU and other European donors in multi- partner programs.
- Spoken & written fluency in English and French
- Good knowledge of the financial rules, regulations and legislation in Belgium.
- Strong organizational, planning, time-management, and analytical skills;
- Attention to detail and accuracy;
- Proficient in the use of Microsoft office, particularly Excel.

The ICJ is an equal opportunities employer and offers a competitive salary package.

APPLICATIONS

The deadline for applications is on **27 October 2019** Applications must be addressed with your resume, a cover letter, and names of at least three references to:

- Ref: **INTERNATIONAL FINANCE OFFICER**
- By email to: europe-recruitment@icj.org

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. The ICJ is unable to respond to phone enquiries.