

VACANCY ANNOUNCEMENT



June 2021

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.

We are recruiting a dynamic and flexible professional to provide financial management in support to projects implemented for the Europe Regional Programme and for the Brussels ICJ-European Institutions Office (ICJ-EI) in both Europe and Africa, including by ensuring compliance with financial procedures, reporting standards, and statutory requirements.

RESPONSIBILITIES:

- Develop and review annual operational budgets;
- Prepare and review staff coverage calculations of the Europe Regional Programme staff;
- Review budgets for project proposals and project realignments;
- Validate purchase requests for the referenced projects and ensure the budget follow up by monitoring project expenses;
- Ensure a continuous verification of partner expenditures;
- Prepare Interim and Final financial reports of projects;
- Ensure compliance with internal, Belgian and donors' financial, accounting and financial reporting requirements;
- Ensure accuracy and conformity of accounting documents and accounting entries;
- Check and validate cash needs and requests for payment prior to execution;
- Manage bank accounts, make necessary payments, and follow-up 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;
- Support the Administrative and HR Officer on payroll management and in communication with external partners and providers;
- Ensure that a rigorous internal control environment is maintained (oversee administrative records and filing systems, supervise staff in related areas of financial administration);
- To develop and follow close communications with external partners and service providers and with ICJ-EI and ICJ team members in Brussels, Johannesburg, Harare and Geneva.

QUALIFICATIONS

Education & Experience

- Ideally a Master's in Accounting, Financial Management, Economics or similar field;
- At least five years of relevant financial management experience, in Europe and/or Africa. Experience in a similar role in an NGO and/or in an international organisation is a strong asset.
- Experience with donors reports and regulations, including Open Society, DRL, EU is a strong asset.

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 & written fluency in English and advanced level in French.
- Proficient in the use of Microsoft office, particularly Excel. Knowledge of accounting software (such as NAVISION) a strong asset;
- Good knowledge of the financial rules, regulations and legislation in Belgium is an asset;
- Ability to work under pressure and to adapt to changing priorities and needs;

- Commitment to human rights and the rule of law;

The position is based in Brussels (central location).

APPLICATIONS should be addressed no later **than 19th July 2021 12 PM (midnight) CET** with your resume (maximum two pages), a cover letter (maximum two pages) and the names of at least two references to:

Ref: Finance Officer

By email: europe-recruitment@icj.org

As the candidates will be reviewed on a rolling basis, early applications are appreciated.

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.

The ICJ is committed to the principle of equal employment opportunity and value a diverse workforce. The ICJ's policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.