

VACANCY ANNOUNCEMENT



October 2025

Regional Finance Officer (100%)

Job location: Brussels, Belgium

Target start date: As soon as possible

The International Commission of Jurists (ICJ) is a worldwide organization of judges and lawyers united in affirming international law and rule of law principles that advance human rights. Its strategic goals for 2021-2025 are: (1) to develop, defend, and strengthen international institutions, instruments, and standards on rule of law and human rights; (2) to improve domestic implementation of, and compliance with, international law and standards; (3) to bolster the effectiveness and independence of judges and lawyers; and (4) to improve access to justice for all and accountability. Headquartered in Geneva, Switzerland, ICJ has a presence in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

JOB OBJECTIVE:

As Finance Officer you will provide finance and accounting support to all projects implemented through the Europe and Central Asia (ECA) Regional Programme, including ensuring compliance with ICJ financial procedures, reporting standards and donor requirements.

RESPONSIBILITIES

Accounting:

- Prepare, process, review, and ensure accuracy and completeness of accounting documents and accounting entries for the ECA Regional Programme in accordance with the internal control system and reporting standards.
- Ensure compliance with Belgian statutory accounting and reporting obligations, including preparation of annual accounts and filings.
- Receive and process invoices, credit cards expenses, staff expense claims and partner expense reports in the appropriate accounting software.
- Ensure all accounting and supporting documents are accurate, complete, and properly filed.
- Oversee invoice tracking and process all payments/bills advances and reimbursements related to the ECA Regional Programme.
- Manage preparation of the office petty cash and other regular payments.
- Complete all monthly closing activities and reconciliations for the ECA Regional Programme, including calculation of use of funds and overhead, as per time plan communicated by the Global Senior Finance Officer.
- Lead project and financial audits conducted in region in collaboration with Global Senior Finance Officer and Director Administration & Finance.
- Support project and financial audits conducted globally, under the lead of the Senior Finance Officer.
- Review and approve Purchase Approval Forms from ECA legal team and the Programme Manager.

- Ensure an up to date fixed asset ledger exists for the region.

Financial management of programmes:

- Participate in the due diligence of partners and assess their financial capability.
- Process partners payment requests based on the terms and conditions in contract.
- Monitor project cash flow and request funds from donors regularly in collaboration with ECA Programme Manager and Director Administration & Finance.
- Prepare donor quarterly, periodic, and final financial reports before ICJ Geneva Headquarters finance review.
- Perform internal cost analyses, monthly and annual budget review.
- Monitor budget-to-actual variances for all regional grants in coordination with the Programme Manager, and identify and address any under-or over spends.
- Draft budgets for project proposals for the ECA Regional Programme and align with Director Administration & Finance.
- Prepare budget realignments in collaboration with the Programme Manager; prepare activity budgets for specific activities.
- Provide support in developing compliance checklists and grant packages for new grants.
- Ensure compliance with internal and donor financial, accounting, and financial reporting requirements; ensure compliance with local regulations.
- Assist in responding to questions from partner organisations about financial requirements and reporting under projects implemented.
- Participate in the implementation of Internal Control System and elaboration of financial control tools and provide guidance to team members on finance, procurement, and internal controls.

Administration & Compliance:

- Act as liaison with key stakeholders for banking, and accounting within the region.
- Ensure that all statutory documents, and local statutory audit, for the region are completed / submitted before deadline.
- Assist in other financial and administrative tasks as needed by the ECA Regional Programme or the Director Administration & Finance.
- Respect and apply the ICJ Internal Control System as well as donor regulations in all financial transactions.

Payroll:

- Prepare and manage salary allocation for the ECA Regional Programme staff.
- Coordinate timesheets preparation as supporting documentation for allocation of staff costs to grants.
- Prepare the payroll journal for local staff.

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

KEY REQUIREMENTS

The successful candidate will have:

Education & Experience

- Degree in Accounting, Finance, Business Administration, or a similar field.
- At least five years of professional experience in finance and accounting.
- Experience with Belgium accounting and payroll required.
- Experience in an international organisation or NGO is an asset.

Essential Skills

- Spoken and written fluency in English and a local language of the region.
- Advanced knowledge of Microsoft Office (particularly Word, Excel), Knowledge of ERP systems, knowledge of NetSuite is an asset.

Other skills

- Demonstrated skills in budget preparation and follow-up,
- Demonstrated knowledge in accounting,
- Demonstrated experience in preparing financial reports to institutional donors (exposure to US funding recommended),
- Strong organizational, planning and time-management skills,
- Ability to take initiative,
- Ability to work under pressure and to adapt to changing priorities,
- Attention to detail and accuracy,
- Excellent interpersonal skills, teamwork,
- Commitment to human rights and the rule of law.

APPLICATIONS

Interested applicants should provide all materials outlined below to recruitment@icj.org. Applications will be reviewed on a rolling basis, so early submissions are encouraged as the ICJ reserves the right to close the recruitment process as soon as a suitable candidate is identified.

- A CV (maximum 2 pages); please indicate your home address and your phone number on your CV
- A cover letter (maximum 1 page);

Please include “**Finance Officer ECA**” in the subject line of the application e-mail. The ICJ shall not be liable for not opening proposals that are submitted with a different subject.

Only candidates with the relevant work authorization will be considered.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted.

The ICJ is committed to the principle of equal employment opportunity and values 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.

ICJ staff must adhere to its Code of Ethics which states that discrimination, bullying and harassment in any form will not be tolerated, nor sexual harassment, violence or assault in any form. The successful candidate will be required to pass a background check.

ACCESSIBILITY NOTICE: Applicants with disabilities who require reasonable accommodations throughout the recruitment process may send their requests through an email to recruitment@icj.org, or call +41 229 793 833.