

Finance Officer (Hybrid)

IEEP is looking for a **Finance Officer** to support the financial management of our organization by administering accounting operations of the highest standard.

You should be familiar with analytical (cost) accounting and project finance, ideally coming from non-profit environment. Our ideal candidate demonstrates interest in executing accounting activities, including bank reconciliations, accounts payable and accounts receivable. You should also have excellent organizational skills and be able to handle time-sensitive tasks.

In this role, you'll be reporting to the Senior Finance Officer and form part of the dynamic day to day of the Operations team.

Job duties include but are not limited to:

- Support the implementation of cost accounting in the first year of employment, under the guidance and supervision of the Senior Finance Officer
- Support with processing of invoices
- Recording accounts payable and accounts receivable
- Updating internal systems with financial data
- Reconciling bank statements
- Participating and supporting financial audits
- Support the implementation of financial policies
- Liaise with the Project Finance Officer on ongoing active projects and income and cost accruals
- Liaise with third party provider of the accounting software for upgrades and other day to day matters

Requirements:

- Proven work experience in analytical accounting
- Degree or Diploma level of education in a relevant field
- Solid knowledge of Belgian financial and accounting procedures
- Experience in using accounting software (advantage will be given to candidates who have experience with Winbooks)
- Advanced MS Excel skills
- Knowledge of financial regulations will be seen as a strong asset
- Previous experience within the project finance will be seen as a strong asset
- Good communication skills and commitment to teamwork

Employment contract and benefits:

You will be employed on a standard Belgian 12.92 month/year basis and you will receive holiday pay which is calculated according to the Belgian law up to 0.92/12.92 of your gross salary, this is paid annually in June. You will be subject to Belgian tax and social security contributions.

- A competitive salary package will be offered, depending on skills and experience:
- Monthly tax-free working from home allowance
- Luncheon vouchers
- Local public transport travel costs to work
- Additional pension contribution through a group insurance scheme

About IEEP

The Institute for European Environmental Policy (IEEP) is a sustainability think tank, working at the interface between science, policy and society, and whose aim is to achieve a more sustainable Europe. Over the past forty years IEEP has been a key player in European policy development in a range of areas, including agriculture, biodiversity, climate change, transport, water and waste policies, industrial pollution and innovation, the EU budget and environmental governance.

IEEP is currently in a new and exciting phase of its development. Having achieved its financial targets, created new partnerships (www.think2030.eu) and successfully changed its corporate governance (now Brexit-proof), IEEP is now in a unique position to make an even greater contribution to Europe's sustainability joining the dots between environmental NGOs, private sector, public institutions, and academics. Our strategic goal for the upcoming period is to ensure that Europe's post-2020 agenda will bring greater environmental sustainability to the continent, European Treaties and Europe's international commitments, including the Sustainable Development Goals and Multilateral Environmental Agreements.

IEEP is a self-financing not-for-profit institute with headquarters in Brussels (IEEP AISBL) and a London branch office (plus IEEP London, a separate registered UK charity). We undertake research, advisory and consultancy work for a variety of stakeholders, including the EU institutions, EU member States, the private sector, NGOs and international organisations. We are committed to high quality, transdisciplinary and impartial research as well as accountability and transparency ([hyperlink to ethical standards](#)).

IEEP AISBL Registered Office

Rue Joseph II 36-38, 1000 Bruxelles, Belgium
T +32 (0)2 738 7482

www.ieep.eu

IEEP London Office

IEEP, 25 EP, 25 Eccleston Place, SW1W 9NF, London
T + 44 (0)204 571 1200

How to apply

If you believe you fit this candidate specification and you would like to apply for this post, please:

1. Send us your motivation letter, together with your CV, explaining your interest in the job and showing clearly how you meet the job and candidate specifications.
2. In your letter, please indicate your current or most recent salary and benefits, length of notice period to current employer, and whether you need a work permit to work in the location specified for the vacancy.
3. Please also give the names, addresses and telephone numbers of two referees for professional reference. Note that these referees will only be contacted after prior notification from you.
4. Send your completed application form to opsrecruitment@ieep.eu, clearly marking the title of the email: **Finance Officer**

All applications must reach us by **5PM GMT on Friday 9th December 2022**. The anticipated start date would be **as soon as possible**.

Due to anticipated interest in the post, we are unfortunately not able to reply to unsuccessful applicants. If you have not had a response to your application within two weeks of the closing date, you should assume you have been unsuccessful in your application.

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies or salaries on grounds of race, ethnic origin, gender, disability, religious or similar belief, sexual orientation, age, gender reassignment or marital and civil partnership status.

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IEEP Privacy POLICY

This statement explains how IEEP handles and uses personal data we collect about our applicants. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to IEEP and where we refer to 'you' or 'your' we are referring to job applicants.

What information do we collect about you?

We collect information about you when you apply for a role with us. This data includes everything that is in your application form, as well as any other data that you provide us with at the application stage.

How will we use the information about you?

We collect your information for the purpose of the recruitment process for which you have applied for. If we feel that your profile fits an alternative role within IEEP, we may pass your information to other colleagues within our organisation.

We will not disclose your information to any company outside of the IEEP Organisation, unless required to do so by law.

We will not use your data for marketing purposes.

How long will we keep your information for?

If you are successful in your application, we will provide you with a new privacy policy upon offer of employment, which will supersede this policy.

If you are unsuccessful, we will keep your information on file for 6 months after the application deadline date, after which it will be deleted.

Access to your information and correction:

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How to contact us:

If you have any questions about this policy, or would like further information, please contact us at:

BELGIUM:
Rue Joseph II 36-38,
Bruxelles 1000,
Belgium
+ 32 (0)2 738 7482

UK:
25EC, 25 Eccleston Place
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