

## Part Time Finance and Administration Officer

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### *Job Advert*

CSE is the coordination of civil society organisations (CSOs) at the European (EU) level. Our members include 22 platforms and networks, some of the most representative organisations in their respective fields, encompassing civic participation, education, social rights, environment and animal rights, culture, transparency, international cooperation, volunteering, local democracy, youth, patients' rights, anti-racism, and disability rights. Through our membership network, CSE reaches millions of individuals engaged with or supported by CSOs throughout the EU.

Since our establishment in 2016, we have carved out a unique space where CSOs collaborate to strengthen the role of civil society at the EU level. Today, we are increasingly recognised as the point of reference for EU institutions seeking guidance on civil dialogue and civic space.

### *Part time Finance and Administration Officer*

- **Reports to:** Director
- **Working time:** Part-time – 19 hours/week
- **Duration:** 12 months, with the possibility of extension.
- **Contract type:** Fixed term Employee contract under Belgian Law

### *Responsibilities & main tasks*

The Finance and Administration Officer will be part of the CSE Team and will contribute to the success of our policy work and projects. Their tasks will encompass:

- Participate in the mission and objectives of Civil Society Europe by contributing to the tasks and objectives defined in the work programme.
- Preparation of draft budgets, contribute to funding applications, Financial reports and accounting as well as relations with external accountants and auditor
- Relations with Belgian Authorities and funders, including related administrative tasks
- Managing suppliers and procurement, including invoicing and tracking payments
- Support for Human resources Management and implementation of Code of Good conduct
- Support the development and documentation of procedures, and guidelines;
- Maintain and update organisational databases ensuring respect of GDPR requirements;

### *Profile of the ideal candidate*

#### Essential qualifications and experience:

- A post-secondary degree in a relevant field and/or relevant work experience (including internships and volunteering);
- At least 3 years experience in an equivalent position;
- Knowledge/ experience of EU projects financial management
- Fluency in written and spoken English (close to mother tongue level) and in either French or Dutch;

- Good digital literacy;
- Strong organisational skills and time management;
- Accuracy and attention to detail;
- Diplomacy and confidentiality;
- Able to work independently and as part of a small but busy team on a common endeavour;
- Excellent networking, intercultural and interpersonal skills;
- Committed to the values of the organisation

#### Desired qualifications and experience:

- Previous experience in a non-governmental organisation environment;
- Understanding of the functioning of European institutions;

#### Anti-discrimination

All appointments should be made in a transparent way and comply with all relevant employment regulations. No job applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

Please note that a valid EU working permit is required.

#### *We offer:*

- An opportunity to work for a vibrant and growing platform dedicated to strengthening the place and role of civil society engagement in Europe;
- A motivating, dynamic and welcoming environment;
- A good salary - depending on experience - and benefits package with flexible working arrangements.

Interested in the job? Please send your application to [contact@civilsocietyeurope.eu](mailto:contact@civilsocietyeurope.eu) by **24 January 2025 close of business**. The application should include:

- a Europass CV
- a letter of motivation
- References of previous employers

**Only complete applications will be considered**

#### *Timeline*

- **Deadline for applications:** Friday 24 January 2025, close of business
- **Interview:** by 10 February 2025
- **Start date:** February 2025

Only short-listed candidates will be contacted.