



**Job opportunity:** Senior Finance and Admin Officer

**Reporting to:** Executive Coordinator

**Role Purpose:** You will use your skills and experience in accounting, and your attention to detail, to help manage the finances and accounts of an international network registered in Brussels. The Global Alliance for Tax Justice is rapidly growing organization of regional networks in Africa, Asia, Europe, Latin America and North America, you will produce accurate financial records that help the organisation make decisions and report to funders, and liaise with payroll, bankers, auditors and suppliers. As part of a small, multinational team, you will help make sure GATJ maintains a strong reputation for reliable and accurate accounts, timely payments of suppliers and staff, compliance with regulations and sound financial management.

**Salary & location:** Brussels-based, full time (part-time possible - to be negotiated with successful applicant).

## JOB DESCRIPTION

### ACCOUNTING:

- Accounts payable: collect, record and file invoices, get approval for payment, prepare payments, send proofs of payment when required
- Accounts receivable: invoice third parties for fees and costs reimbursements, follow up on payments, send requests for payments to members and donors
- Book costs, income, bank and credit card statements in the accounting system; prepare reconciliations and statement for management
- Verify and file supporting documents ensuring compliance with Belgian regulations and donors' requirements
- Management accounting: allocate income and expenses to relevant budget codes for internal budget control and reporting to donors
- Prepare annual inventory operations and closure of accounts.
- lead the annual audit process, internal audits or financial assessments.
- Publication of annual audited accounts and other relevant legal obligations (fiche 280.51, UBO, Moniteur Belge,...).

#### HR ADMINISTRATION:

- Inclusion of new employees in the system, update the social secretariat and insurance contracts.
- maintenance/updating of employee records and HR documents.
- preparing staff attendance/leave records for the social secretariat to process payroll. Distribute staff's salary slips when received.
- Manage the day-to-day relationship and inquiries with the Social secretariat, and relevant public administration offices.

#### FINANCIAL MANAGEMENT:

- preparation of the annual budget and planning process in conjunction with the GATJ Treasurer and Executive Coordinator
- Provide support in maintaining, updating and improving GATJ's financial management tools.
- Provide support expenditure analysis and preparing actual versus budget expenses for GATJ budget, departments budgets and donor reports.
- Provide support in collecting and verifying financial supporting documents from project partners as required.
- Draft financial reports from GATJ accounts and/or financial reports submitted by project partners as required
- Coordinate audit preparation including the GATJ supporting documents for auditors or project leaders.
- Prepare monthly cash flow and income forecasts for management.
- Monitor bank accounts for funds received and confirm reception as required.

This role description is not prescriptive and the post-holder may be required to undertake other responsibilities reasonably required by the Executive Coordinator in order to support the team and fulfil the purpose of the role.

## **ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE**

### **1. EXPERIENCE**

#### *ESSENTIAL*

- At least 5 years' experience in accounting and financial management, preferably in an NGO environment
- Experience of working with major donors and understanding of their rules and regulations
- Managing external suppliers, auditors / Liaising with social secretariat
- Knowledge of Belgian accounting standards, employment law & payroll.

#### *DESIRABLE*

- Degree in accounting / finance, business administration, management or economics
- Experience producing management accounts for reporting to NGO donors
- Experience working in an international environment

### **2. APTITUDE, SKILLS AND KNOWLEDGE**

#### *ESSENTIAL*

- Fluent English (working language of GATJ) and French
- Advanced practice of an accounting software, preferably BOB50
- Highly organised, with a commitment to meeting deadlines
- Attention to detail

