

FINANCE & ADMINISTRATION OFFICER

Working Hours: 16-24 hours per week, part-time

Location: Brussels, Belgium

Start Date: ASAP

EUobserver, one of the leading independent online newspaper on EU politics, is looking for a Finance & Administration Officer. The successful candidate should have a background in financial management. He/she would be required to work autonomously to execute the tasks required of the position.

Duties and responsibilities:

- Recordkeeping of client, vendor, bank, payroll and general ledger transactions
- VAT reporting & filing
- Cash flow management and reporting
- Banking and payment administration
- Monthly bank and general ledger reconciliations
- Payroll and human resource administration
- Maintain monthly, quarterly and/or annual budget, profit & loss, and trial balance reports
- Liaise with external chartered account for official/government filings and reports
- Project accounting and budget management for grants
- Liaise with freelancers on contracts and payments issues
- Customer service and administrative support to subscribers
- Maintain monthly website and social media analytics reports
- Prepare financial documents for Annual General Meeting and other board meetings
- Assist in the coordination of meetings and events

Required skills and traits:

- A degree in accounting and at least 2 years bookkeeping or accounting experience
- Attentive to detail, with high-level of accuracy
- Customer-service oriented with good verbal and written communications skills
- Self-motivated, results-driven with a strong sense of urgency
- Strong time management and organisation skills
- Ability to work autonomously
- Proficient in MS Excel and Word
- Must have native-level or perfect English, and proficient in French

To apply, please submit your CV along with a 1-page cover letter explaining how your skills and experience would help you be successful in the position.

Please email your cover letter and CV with the subject line 'Finance & Administration Officer' to jobs@euobserver.com.

Only candidates shortlisted for an interview will be notified. We unfortunately will not be able to give feedback to candidates who have not been shortlisted.