

Diesis Network is looking for a new Financial and Administrative Manager to reinforce its team.

Diesis is the widest European network, Brussels based, in supporting social and solidarity economy and social enterprises in Europe, covering 19 countries through major national federations and support networks associating over 80,000 organisations and 1.2 million workers.

Your role

We are looking for a Financial and Administrative Manager with experience in European projects. This is a great opportunity for you to join a growing team and organisation in the process of extending its reach and visibility on topics related to social and solidarity economy and sustainability. S/he will be equally responsible for the financial and administrative management of the organisation as well as the follow-up of grant applications.

Tasks

- Ensure double-entry accounting (balance sheets and profit and loss accounts) before verification by our external accountant;
- To ensure the cost accounting;
- Monitoring of expenditure, income during the financial year, cash flow and the provisional budget;
- Follow-up of grant applications (including Erasmus+, Easi Progress, Cosme, Amif, H2020 as an example) in collaboration with the coordinator ;
- Ensuring VAT monitoring (encoding and declarations);
- Provide the necessary financial information to the team, the Direction and to the Accountant.
- In conjunction with our social secretariat, ensure the administrative management of staff (including contracts and wages) ;
- Carrying out various administrative tasks (insurance, charges, statutes, monitoring of administrative obligations, NSSO, IPM ...);
- Monitoring of institutional developments in the sector;
- Participation in the life of the team, in meetings, etc.

Requirements

- Proven management skills, validated by a diploma or by several years of experience ;
- Mastery of the Office suite, Microsoft 365 and a accounting software: knowledge of the software accountant Bob is a plus ;
- Fluency in French and English;
- Good knowledge and understanding of the functioning of non-profit organisations and the Social and Solidarity Economy (financing, obligations, legal aspects, etc.);
- Affinity for the Social and Solidarity Economy, teamwork and self-management ;
- Autonomy and proactivity, adaptability and self-training ;
- A strong sense of organisation and rigour;
- Ability to translate information to the team and issues relating to the proper functioning of the administrative and financial management of the structure;
- Adhere to the values of Diesis Network;



Job conditions

- Office work at the head office in Brussels.
- Minimum of 3 years of experience
- Hours/week: 19h00/week at least (schedule to be determined)
- Start date of the contract for December 2020.

If you are ready to work in a fast-moving, international environment, please send your detailed CV and cover letter (in English) in electronic format at diesis@diesis.coop. You may be invited for a couple of interviews via Skype.

Application deadline: 16.11.2020

Interviews: between 23.11.2020 and 30.11.2020

Starting: December 2020

