

Diesis Network is looking for a new Finance and Administration 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 21 countries through major national federations and support networks associating over 90,000 organisations and 1.2 million workers.

Your role

We are looking for a Finance 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

- To ensure all costs are appropriately allocated to the project;
- Monitoring of expenditure, income during the financial year, cash flow and the provisional budget;
- Prepare invoices / debit notes;
- Conduct audit checks of the various employee or other reimbursement travel claims/expenses.
- Reconcile credit card and bank statements;
- Ensuring VAT monitoring (encoding and declarations);
- Prepare financial reports for the European grant projects within the required timelines
- Follow-up of grant applications (including Erasmus+, Easi Progress, Cosme, Amif, H2020 as an example) in collaboration with the coordinator ;
- Provide the necessary financial information to the team, the Directors 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 ;
- Familiar with Belgian finance system;
- 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 with at least 2 years experience of working in a non-profit organisation/NGO
- Hours/week: 16h00/week at least (schedule to be determined)
- Start date of the contract: as soon as possible .

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.

