

We're looking for a **Finance Manager** to reinforce our team.

Diesis Network, a leading European network dedicated to supporting social and solidarity economy and social enterprises, is currently seeking a dynamic and talented Finance Officer to join our team in Brussels.

Role overview

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.

Duties and responsibilities

Diesis General Administration:

- Monitoring of expenditure, income during the financial year, cash flow and the provisional budget;
- Conduct checks of reimbursement travel claims/expenses;
- Reconcile credit card and bank statements;
- In conjunction with our social secretariat, ensure the administrative management of staff;
- Participation in the life of the team, in meetings, etc.

Projects Administration:

- To ensure all costs are appropriately allocated to the project;
- Prepare financial reports for the European projects in collaboration with the project manager;
- Follow-up of grant applications (including Erasmus+, Easi Progress, Cosme, Amif, H2020 as an example) in collaboration with the coordinator.

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.

In addition:

- Good knowledge and understanding of the functioning of non-profit organisations and the Social and Solidarity Economy (financing, obligations, legal aspects, etc.);
- Autonomy and proactivity, adaptability, and self-training.

What we offer

This is a part-time position (16/20 hours per week), with one year contract, under the Belgian legislation with a possibility to renew upon evaluation; remuneration according to Belgian legislation (CP200) and depending on the candidates' profile and experience. We also offer a full range of extra-legal benefits (meal vouchers, eco-cheques, public transport allowance, teleworking allowance).

We offer a captivating and varied function with an organisation driven by its mission and where initiative, creativity, and energy are strongly encouraged. The successful candidate will collaborate with a motivated, professional, and friendly team.

How to apply

If you are ready to work in a fast-moving, international environment, please send your detailed CV and cover letter (in English) at: diesis@diesis.coop and alessia.sebillo@diesis.coop with the subject line: **Diesis Finance Manager** by **19 July 2023**.

We will assess the applications as we receive them and not wait till the deadline is passed. Should you be interested please do not wait till the last day, as we may have already filled the position.

Starting: 1st September 2023 at the latest.