JOB DESCRIPTION

Position: Finance & HR Officer
Working Hours: Part-time (3 days per week)
Reports to: Secretary General
Location: Brussels, Belgium

1.1 About the role

The Finance & HR Officer is responsible for the day-to-day administration of IVAA's human resources and finances. The role ensures the smooth coordination of monthly payroll, employee administration, invoices, payments and financial records.

Working closely with the Secretary General and the Treasurer, as well as external service providers, the officer maintains accurate and up-to-date administrative and financial information and supports regular financial monitoring and reporting.

The position requires a highly organised, reliable and discreet individual who can manage several administrative processes independently while working within the organisation's established procedures and approval arrangements.

1.2 Key responsibilities

Finances

- Receive, organise and file incoming and outgoing invoices and supporting financial documentation.
- Maintain accurate and up-to-date records of income and expenditure in the organisation's financial tracking system or accounting software.
- Carry out monthly bank reconciliations and monitor the organisation's cash position.
- Provide regular financial overviews for the Treasurer and the Secretary General.
- Support periodic financial reporting and the preparation of documents required by the Treasurer, external accountants or auditors, where applicable.
- Monitor expenditure against the approved budget and respond to routine financial queries.
- Issue receipts for payments received, including membership payments and fees, and maintain a corresponding record.

- Contribute to the selection and set-up of accounting software
- Coordinate and process payments to employees, contractors, partners and service providers.
- Process employee and partner reimbursement requests in accordance with the organisation's procedures.
- Maintain a register of contracts with partners, contractors and service providers, and monitor payment schedules, invoicing and amounts against contract terms.

1.3 HR administration

- **Prepare and submit monthly payroll information for all employees to the external payroll service provider.**
  - Coordinate with the provider to ensure payroll inputs are accurate, complete and submitted on time.
  - Coordinate employee-related payroll changes, including starters, leavers, absences and changes to employment conditions.
  - Act as the first point of contact for employees on routine HR and administrative matters, including leave, certificates, employee details and benefits.
  - Maintain complete, accurate and confidential employee files and HR records.
  - Coordinate the administration of employment contracts, leave records and other employment documentation.
  - Coordinate employee admin onboarding and offboarding, ensuring that the necessary documentation, registrations and administrative arrangements are completed.

External service providers

- Liaise with service providers and public administrations as required.
- Administer the relevant online platforms used for invoices, payments and financial documentation.
- Coordinate contracting processes with service providers, in collaboration with the Secretary General.

Other tasks

- Coordinate general office logistics (office cleaning, maintenance, repair services...)
- Manage office supplies, stationery and equipment.
- Any other tasks as required.

1.4 Skills and qualifications

- Bachelor's degree (haute école or university) in accounting, finance, HR management, finance, administration or a related field.
- At least 3 years of relevant professional experience in finance administration and payroll/HR administration (minimum: finance administration and demonstrated exposure to payroll/HR administration).
- Solid knowledge of bookkeeping, invoice processing, payment administration, reimbursements and budget monitoring.
- Advanced Microsoft Excel skills, including formulas, pivot tables, and financial reporting.
- Experience with accounting software, including set-up, is an advantage.
- Knowledge of Belgian payroll and employment administration (e.g. working with a social secretariat) is an advantage.
- Strong organisational skills, attention to detail and a systematic approach to record-keeping.
- High level of discretion and integrity when handling confidential employee, contractual and financial information.
- Clear, professional and friendly communication skills, with the ability to work effectively with employees, management and external partners.
- Ability to work independently while recognising when to seek guidance or approval.

Languages: Working proficiency in English and French is required.

1.5 Working relationships and responsibilities

The Finance & HR Officer reports to the Secretary General and works closely with the Treasurer on financial administration and reporting.

The officer is responsible for accurately preparing, coordinating, and recording administrative and financial transactions. Budgetary decisions, expenditure approvals, hiring decisions and other management responsibilities remain with the designated authorised persons, in accordance with IVAA's internal procedures.