

SEE is recruiting an Operations and Finance Lead

Full-time – Open-ended contract

Social Economy Europe (SEE), the voice of more than 4 million social economy enterprises and organisations in the European Union, is recruiting an **Operations and Finance Lead**.

SEE federates 26 national and European social economy networks. It represents the collective interests of all social economy enterprises and organisations (such as cooperatives, mutuals, associations, charities foundations, social enterprises, and other legal forms) towards key EU institutions such as the European Commission, European Parliament, European Economic and social Committee, Member States,... SEE is a democratic organisation run by its members, represented in the General Assembly and in the Executive Board. The SEE team has grown quickly in the last 3 years and is currently composed of six members.

Your mission

Under the guidance and in cooperation with the Director, you will be responsible for:

Financial Management & Oversight:

- Oversee SEE's budgeting, forecasting, and financial reporting.
- Manage cash flow, membership fees, network funding sources, and payroll.
- Ensure compliance with tax laws, audits, and financial regulations.

Operational Execution & Efficiency:

- Supervise the smooth implementation of the SEE workplan and strategy 2026-2030 by translating executive objectives into tangible and operational tasks for teams.
- Manage the team organisational infrastructure, setting up new IT processes and management tools
- Liaise with HR secretariat (secrétariat social) and other external service providers (bank, interpretation, catering, ...)
- Undertake all administrative tasks linked to the functioning of the network to comply with legal obligations
- Organise Executive Board and GA meetings, preparatory documents and minutes

EU project budgeting and administrative work:

- Supervise EU funded projects sound budgeting, eligibility of costs, reporting and audit preparation and financial follow-up together with the Project Officer
- Support the Project Officer in administrative follow-up of funded projects
- Contribute to the preparation of project proposals, work plans, budgets and reporting frameworks.
- Develop and monitor project management tools, indicators and internal processes to ensure smooth and efficient implementation.

Your profile

- You are a “Swiss-knife type” of person: you love providing practical and technical solutions for the organisation and its team to run smoothly
- You are a motivated, proactive person, looking for a job with a purpose, enthusiastic about working in a small team, in a multicultural and international environment.
- You have excellent organisational and financial skills, you are an Excel pro, and managing budgets is a piece of cake for you.
- You are tech-curious, you enjoy using and implementing IT tools that make everyone’s work more efficient. Proficiency in tech for common good and IT in line with SE values is a plus.
- You have at least 5 years in management of administrative and financial aspects of EU funded projects
- You work accurately, efficiently, autonomously, and love to work with others.
- You are fluent in French and English. Speaking another EU official language, and particularly Spanish, is a plus.
- You have a work permit to work in Belgium.

Job description

- Contract: Full-time, open-ended contract.
- Starting date: As soon as possible
- Workplace: Brussels, some homeworking expected, there is some flexibility regarding working time and location. You might be required to travel across Europe occasionally.
- Approximate monthly gross salary, depending on relevant work experience: 3500€ for 8 years of experience
- Extra-legal advantages: Meal vouchers, teleworking compensation (up to €148/month), 8 extra holidays (office closes four days during Christmas and four days around August 15) and a 13th month
- Work environment: A team of passionate people who strive for excellence in a supportive, collaborative, and positive atmosphere.

Interested?

Send your candidature to contact@socialeconomy.eu.org with the subject «Operations and Finance Lead» and the following elements:

- your CV (max. 2 pages),
- a one-page motivation letter,
- a reference letter from a previous employer (and their contact).

The closing date for applications is **Monday October 26th, 2026, at 8.00 am**. The selection process will unravel as following:

- If your CV is selected, you will be contacted by October 28th and expected to undergo a written test during the following weekend
- If your test is selected, you will be invited for an interview that will be planned between November 4th & 12th