Vacancy Announcement for Administrative Officer

The Philanthropy Europe Association (Philea) is looking for an Administrative Officer who will:

- Work closely with the Head of Finance in managing the day-to-day operational tasks
- Support the HR Manager and the Senior Grant Officer on ad hoc activities and projects
- Be someone who values the importance of collaboration and trust, believes in the power of collective impact, is eager to learn, and advocates for everyone to have a voice and equal opportunities
- Be available to work 80% FTE

Duration:
An initial period of one year and may be subject to extension.
Starting date: as soon as possible.

Competencies:

Required:

- Experience in payment procedures, processing of payments as well as outgoing invoicing
- Good knowledge of accounting and bookkeeping procedures
- Good understanding of administrative practices and procedures
- Ability to record financial data in the database (such as registering grants details in CRM tools)
- Ability to work independently, including excellent organisational skills
- Diligent, eye for detail
- C2 level in English, and French or Dutch
- You must have the right to live and work in Belgium
Desired:
- Knowledge of financial and tax obligations
- Knowledge of Belgian labour legislation
- Knowledge of non-profit sector

Advantage:
- Knowledge of another European language

Our offer:
Based in Brussels, Belgium this role offers you the opportunity to live and work in the heart of Europe.

Benefits include:
- A competitive salary package (13th salary, holiday pay, transportation)
- Home office allowance
- Meal vouchers
- Flexible working hours and ability to work from home
- Additional holidays
- Training and personal development budget
- Group health and pension insurance
- A friendly, open working environment

How to apply
Please send your application (cover letter + CV in English + salary expectations) by 15 December to jobs@philea.eu quoting the following reference “Administrative Officer”

Applications will be reviewed on a rolling basis, so we strongly encourage early applications. Please note only shortlisted candidates will be contacted. All applications will be treated confidentially.

We are committed to diversity and inclusion in our organisation. We strongly encourage candidates from historically disadvantaged or marginalised groups to apply.
About Philanthropy Europe Association (Philea)

We are the voice of European philanthropy. Our purpose is to harness its immense multidimensional potential.

Philea nurtures a diverse and inclusive ecosystem of foundations, philanthropic organisations and networks in over 30 countries that work for the common good. We unite over 10,000 public-benefit foundations that seek to improve life for people and communities in Europe and around the world.

We want to inspire, connect and represent the European philanthropy sector and enhance its role as a credible and trustworthy partner, today and tomorrow. We foster collaboration in order to increase synergies, scale up innovation and use our voice to impact policy that enables positive change.

We believe that philanthropy in Europe plays a unique, risk-taking role in sparking innovation and acting as a catalyst for good.

We want to connect citizens and communities with philanthropic organisations and contribute to building more resilient, sustainable and just societies.

www.philea.eu