



Job Announcement: Office/Financial Administrator

Job Profile

EuroGOOS is a pan-European ocean observing network operating within the context of the Global Ocean Observing System of the Intergovernmental Oceanographic Commission of UNESCO (IOCGOOS). EuroGOOS is registered as an international non-profit association under Belgian law (EuroGOOS AISBL).

EuroGOOS Secretariat is seeking an **Office/Financial Administrator** to support the EuroGOOS secretariat team in activities linked to the secretariat general administration and administration of the secretariat's everyday and EU project/contract finances. The position is for 4 years, with the possibility of extension, based in Brussels at the EuroGOOS office.

Position responsibilities:

- General administrative work and office duties, e.g., maintaining the general filing and correspondence system, liaising with office suppliers, supporting secretariat staff in office administrative issues.
- Manage day-to-day EuroGOOS accounts (e.g., managing accounts receivable and accounts payable, preparing, tracking, and reconciling ledgers, invoicing members, making payments, supporting payroll, producing financial reports and information).
- Provide administrative, including financial administration, support to various EU-funded projects, contracts and proposals, support audits.

Required competencies

- Experience in EU project financial management and reporting;
- Experience in financial administration, or similar;
- Experience in accounting software, such as Exact Online (used in EuroGOOS);
- Advanced MS Excel skills (creating spreadsheets and using financial functions);
- Attention to detail;
- Organisational and time management abilities;
- Confidentiality;
- Fluent in spoken and written French and C1 in English;
- Great collaboration and communication skills.

Inter-personal competencies

- Highly organised, responsible, and improvement-minded;

- Ability to work independently and as part of a team;
- Task-orientated and resourceful;
- Quality and detail-oriented;
- Transparency in working and a team-orientated work ethic;
- Ability to multi-task and prioritise;
- Ability to deliver on allocated tasks and respond in a timely manner to deadlines;
- Strong social skills.

Employment conditions and salary

EuroGOOS offers to the successful candidate a full-time contract and an opportunity to work in an international and multicultural professional environment. The place of work is the EuroGOOS office in the Brussels European district.

Employment will be according to Belgian law. Additional employment package will include private hospitalisation insurance, luncheon vouchers, and Brussels public transportation card (STIB). EuroGOOS offers a salary based on the experience and qualifications of the successful candidate.

Application procedure

If you would like to apply for this position, please send your CV and a letter of motivation in English explaining why you are interested and why you are suitable for this role to Dr. Inga Lips, EuroGOOS Secretary General, at inga.lips@eurogoos.eu.

Deadline for applications: **31 October 2023**

Job starting date: **as soon as possible**