



## Vacancy

### **Financial and Administrative Officer (Dutch+English) – 50%, based in Leuven, Belgium**

#### **Who we are?**

The European Forum for Restorative Justice (EFRJ) is a non-for-profit organisation, whose Secretariat is based in Belgium. The EFRJ, constituted by more than 450 members, works to support and develop restorative justice in Europe. We organise events and trainings, work on the policy level, disseminate information and raise awareness on restorative justice. We are engaged in research and pilot projects and work in close collaboration with the KU Leuven Institute of Criminology (LINC), where our offices are based.

#### **Job Profile**

The Financial and Administrative Officer (FAO) is responsible for assisting the Executive Director (ED) in all the financial and administrative aspects of the organisation. Central to this is to actively managing the day to day accounting and administrative operations of the organisation, and providing support to colleagues and members. In addition to being highly independent, an excellent communicator and a great team player, our ideal candidate will also have outstanding analytical and time management abilities. The FAO will actively contribute at the working culture at the Secretariat, which is based on mutual respect, cooperation and trust.

#### **Job Description**

##### **Finances**

- Responsible for incoming and outgoing payments
- Responsible for purchase orders and bookings for internal operations as well as for the organisation of events and campaigns (room bookings, hotels, travel, catering)
- Management of invoices and cost claims
- Management and organisation of bookkeeping (through collaboration with an external accountant)





- Interim reporting to the ED on the annually approved budget, including the financial reporting of EU-based grants and projects
- Assistance with audit preparation, auditor reviews and implementation of recommendations as directed

## Administration & Office Management

- General administrative and technical support in daily operations
- Responsible for managing the Vzw administration including insurance, memberships, banking and statutory obligations according to Belgian law
- Organisation and management of the IT equipment, office and catering supplies and office hardware
- Support to the ED with HR administration
- Management and organisation of the internal CRM-system
- Administrative and technical support in the organisation of events and meetings

## EFRJ Membership

- The liaison person for organisational and individual members in relationship to legal and administrative matters
- Responsible for the management of the membership contributions

## Requirements and skills

- Fluency in Dutch and English
- Diploma: Bachelor degree in finance, economics, accounting, business management, business administration or other relevant domain
- At least 2 years of work experience
- Proficiency in Google Workspace and Microsoft Office applications
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organisations
- Solid understanding of bookkeeping
- High degree of accuracy and consistent attention to detail
- Good communication skills, both verbal and written
- Strong organisation and analytical skills
- Ability to work independently but also as part of a team
- Ability to travel occasionally





# EUROPEAN FORUM FOR RESTORATIVE JUSTICE

Connecting People to Restore Just Relations

## *Advantage:*

- Experience in working at Belgian non-profit organisations
- Experience with managing EU grants
- Experience in using CRM systems
- Experience in working within international teams
- Interest in the main topic of the organization
- Knowledge of additional languages

## **What do we offer?**

- Salary according to the salary scale applied in the social-cultural sector in Belgium taking into account relevant professional experience (for up till a maximum of ten years)
- Unlimited term half-time contract, with possibility of extending the work time
- Office in the center of Leuven
- Home-office travel costs by public transport covered 100% or bike allowance
- Flexible work environment
- Being part of a committed, international team

## **Application**

Please send your CV and a one-page motivation letter and introduction of your relevant experience in English to [vacancy@euforumrj.org](mailto:vacancy@euforumrj.org) by ~~20~~ **30 November 2022**. (extended deadline)

We will invite for an interview only the shortlisted candidates. Interviews are to be held in Leuven in December.

Preferred starting date between 1 January – 1 February 2023.

