Position opening at ECVC: Accounting and Administrative Officer

DEADLINE: Mars 28, 2022

ECVC is looking for an Accounting and Administrative Officer, starting June 2022, based in the ECVC office in Brussels, Brussels.

Background:

European Coordination Via Campesina is a European grassroots organization which currently brings together 31 national and regional farmers, farm workers and rural organizations based in 21 European countries. Rooted on the right to Food Sovereignty, our main objective is the defense of farmers’ and field workers’ rights as well as the promotion of diverse and sustainable family and peasant farming. ECVC is the regional member of La Vía Campesina, the largest grassroots international peasant movement. Together we strive for societies where agriculture serves the needs of the communities rather than financial markets or corporations.

ECVC has a small staff team in Brussels, but our work is regularly shared and supported by our membership coming from different regions in Europe.

Starting from June 2022 we are looking for someone to fill in the position of Accounting and Administrative Officer. This person will be responsible for carrying out all accounting related tasks within the organization, for following administrative HR issues, for ensuring compliance with financial obligations towards the Belgian authorities, responsible for the office supplies, and for supporting the financial analyses of the organization and during audits.

Start date: June 2022
Working conditions: 24 hours / week; 20 days paid holidays for a FTE; 13th month; the salary will be determined based on the experience of the candidate (starting salary is 2900EUR gross salary for a FTE) according the organization’s salary grid.
Form of contract: six-month fixed-term contract that can be converted into a permanent contract
Location: The work is carried out from our Brussels office, subject to national health requirements.

Responsibilities:

Accounting:

- Check and encode incoming invoices in general accounting and analytical accounting
- Encode bank transfers and all financial transactions
- Issue invoices and payment requests
- Following-up the status of receivables and payables
- Encode all other necessary asset, liability, and capital account entries
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports
• Control all analytical entries on a monthly basis
• Support the Financial manager in the follow-up of projects through analytical accounting analysis and during various audit

HR:
• Main contact with the social secretariat
• Responsible for staff contracts and registration
• Keep record of holiday entitlement
• Verifying monthly payroll and follow-up of HR costs
• Ensure the compliance with national legislation and internal salary policy
• Implementation of well-being measures

Administrative tasks:
• File all tax returns: VAT, IPM and annual patrimonial association tax.
• File annual account deposit with NBB
• Responsible for the membership fee calculation, invoicing and payment follow-up
• Responsible for the follow-up of administrator indemnities
• Filing administrator change and other various statutes changes at trade register
• Follow-up of changes to organization’s statutes and internal ruling

Other:
• Follow-up of the office administration and attend the general meeting of owners
• Office suppliance, inventory keeping
• Support other members of team in other various tasks if needed

Skills and experience we are looking for:
• Bachelor’s Degree or Master’s Degree in appropriate field (accounting) of study or equivalent work experience
• Native speaker in either French or Dutch
• Knowledge of either English or Spanish would be an asset
• Thorough knowledge of basic accounting procedures and principles
• Excellent administration skills
• Experience with general ledger functions and the month-end/year-end close process
• Excellent accounting software user, preferably of Winbooks
• Accuracy and attention to details
• Aptitude for numbers and quantitative skills
• Intermediate understanding of accounting and reporting standards, gaining experience in researching as it relates to accounting issues
• Interest in agricultural and food issues would be an asset

How to apply:
Candidates must send the following documents in English to info@eurovia.org by midnight CET on 28 March 2022 (email header: YOUR NAME + Policy Officer application):
• CV
• Cover letter: 1 pg maximum

Due to limited work capacity, only candidates who will be invited to interviews will be notified.
Interviews are foreseen for the first half of April 2022.