

## Vacancy

# Head of Finance & Administration (Brussels, Belgium, 38 hours/week)

Protection International (PI) is recruiting a new Head of Finance & Administration based in its Head Office in Brussels, Belgium.

PI is an international not-for-profit organization under Belgium law (aisbl). In many parts of the world the defence of human rights evokes pressure, threats and attacks from state and non-state actors. PI works with the local human rights movement to develop strategies and programmes prevent and counter such counter pressure. It researches strategies and security management tools that protect human rights defenders, and shares its expertise in this area with people at risk due to their human rights work. PI tailors its approach to local context and profile. It currently works in Asia, Africa, Europe and Latin America, with presences in Thailand, Indonesia, Kenya, DR Congo, Colombia, Guatemala, and Belgium (head-office).

## The role

The Head of the Finances & Administration reports to PI's Executive Director and is part of PI's Management Team. S/he will lead the ongoing restructuring of PI's internal financial management systems and procedures.

The Head of Financial Management & Administration Unit is responsible for the financial oversight of all operations, while supporting PI's Management Team and field offices in their budgetary planning. Together with the team, the Head of Unit is also responsible for the overall administration of the aisbl and the collection and preparation of the annual accounts. Envisaged tasks are as follows:

### **Management:**

- Spearhead innovation and develop financial management mechanisms to minimise financial risks and aligning overall financial performance;
- Participate in PI's Management Team contributing with a financial perspective to the organisation's strategic plan and decision-making processes;
- Produce accurate financial reports to Management and Board at specific deadlines;
- Signing authority as one of the Legal Representatives of the aisbl;
- Supervise staff and implementation of the Unit's work plan.

### **Finance:**

- Manage the aisbl financial accounting, monitoring and reporting systems (this includes accounting systems and knowledge of them).
- Oversee budgeting process in relation to PI global budget and project budgets;
- Monitor cash flow and predicting future trends;
- Maintain external relationships with appropriate contacts, e.g. auditors, solicitors, bank managers and statutory organisations such as the Chamber of Commerce, BNB, relevant Ministries;
- Contribute to the preparation of donor reports (financial statements).
- Manage bank accounts, payments and treasury.

#### **Administration:**

- Ensure compliance of PI as a Belgian aisbl (international not for profit) and provide strategic advice to this respect;
- Oversee compliance with legal and administrative requirements for PI presences outside of Belgium (and local entities);
- Staff administration and global human resources administration in collaboration with PI country representatives;
- Overseeing logistics and other administrative tasks carried out by the Unit.

#### **The offer**

One-year, renewable employment contract, governed by Belgian law. Competitive benefits and gross annual salary of 60-67,800 Eur depending on previous relevant professional experience.

The position is based in Brussels (38 hrs/week with the possibility of flexible working hours arrangement). Desired start date: ASAP

#### **Required Qualifications**

- University or High School degree in accountancy and finance, business/management, economics or related studies.
- Minimum seven years of relevant work experience, including at least five years in finance management, preferably with a Belgian non-governmental organisation and international donors.
- Motivation and exposure to human rights issues is a an asset.
- Candidates need to qualify for a work-permit in Belgium.

#### **Required Skills and Knowledge**

- Financial and accountancy proficiency within the Belgian not-for-profit sector;

- Excellent knowledge of Belgian non-profit accounting, analytical accounting and budget accounting.
- Being interested in/having experience with digital accounting systems (digital documents, import/export of data). Quick learner of new software.
- Excellent communication skills, in English and French or Dutch. Being able to communicate effectively in Spanish is a strong asset;
- Attention to details and an investigative nature;
- Strong time management skills and the ability to prioritise;
- Ability to work as part of a multicultural team and to build strong working relationships;
- Capacity to build consensus, lead and motivate others;
- Sound decision-making in line with functions;
- Ability to work under pressure and against deadlines;
- Ability to travel overseas;
- IT security management skills are an asset.

### **Application process**

PI promotes gender equality and strongly encourages women applicants to apply for this position.

Send your resume, contact details of 3 references and a motivation letter explaining your motivation to apply for this position, **by 17 June 2017** to the following email:

[recruitment@protectioninternational.org](mailto:recruitment@protectioninternational.org) , making mention of 'Head of Financial Management & Administration' in the subject line.

Please include your name in the file name of your application documents, e.g. Laura\_Smith\_CV.doc.

Do not attach any certificates or references at this stage of the recruitment process.

Application will be reviewed on an on-going basis. **Only short-listed candidates will be contacted.** Interviews planned for last week of June 2017.

Further information about the activities of Protection International can be obtained from [www.protectioninternational.org](http://www.protectioninternational.org) or by contacting [ChKlotz@protectioninternational.org](mailto:ChKlotz@protectioninternational.org) .