

Finance and human resources officer

Four days per week, based in Brussels (Belgium)

Fern is a non-governmental organisation (NGO) created in 1995. Our mission is to achieve greater practices of the European Union. We do this by coordinating NGO networks and by working with partners to achieve change.

We believe that to be effective it is essential to understand and address the social dimension of environmental conflicts; that strong coalitions are more likely to achieve lasting change; and that presenting ways forward is more effective than highlighting problems. We are committed to tackling gender injustice and supporting women's rights.

We have no director and strive to make decisions by consensus. Details of our work areas and campaigns can be found at www.fern.org. We currently have 19 staff, mainly working from three offices, in Brussels (Belgium), Paris (France) and Moreton-in-Marsh (UK).

We are looking for a Finance and Human Resources Officer, to provide strong and professional support to the Brussels Office and the wider organisation. The post will be 4 days per week, with the possibility of increasing this to full time (subject to securing additional funding). At times flexibility may be required based on demand and workload including occasional weekend work (to attend board meetings for instance).

A. KEY AREAS OF RESPONSIBILITY AND ASSOCIATED TASKS

As a member of Fern's Finance, Administration & Human Resources (FAHRM) team, the Finance and Human Resources Officer (FHRO) works with colleagues to ensure that Fern's campaigns are properly supported to achieve their aims, by providing sound financial and administrative systems, procedures and structures for the organisation.

The FHRO is responsible for the key day-to-day accounting functions of Fern. Keeping accounts for both countries (according to Belgian standards), the FHRO ensures that all expenses are processed according to Fern's policies, paid and booked on time. The FHRO follows all payments and receipts, ensuring they are properly documented, and that Fern has up to date financial information.

The FHRO leads on Belgian administrative issues in the Brussels office, including working with the landlord and dealing with health and safety, insurance and human resources.

Specific tasks include:

General accounting and cash/bank management

- General bookkeeping (analytical) and maintenance of the accounting system structure
- Preparing reports & downloading data from the accounting software; supporting colleagues to understand and interpret the information and responding to their queries
- Checking, filing and booking bank statements/petty cash accounts into accounting software (Winbooks)

- Reviewing and managing daily cash balances on all accounts
- Reconciling control and suspense accounts and taking corrective action where needed
- Booking partners' costs into the accounting software and applying correct exchange rates to accounting entries
- Maintaining Fern's asset register
- Assisting with the accounts closedown procedures
- Preparing for and being involved with institutional and project audits
- Managing the relationship with Fern's Belgian banks
- Completing legal returns (e.g. Tax returns, BNB Submissions, Fiche 281.50 for consultants)

Purchase invoices, expenses & payments

- Ensuring all payments are properly authorised, coded and documented, and making payments
- Filing paper documents
- Liaising with suppliers, staff and others to resolve queries
- Checking and assisting with the preparation of consultant contracts
- Booking of invoices, staff expenses and reimbursement of cash expenses

Salaries & Belgian HR

- Administering human resources information, including submissions to Fern's social secretariat (currently UCM), overseeing salaries and managing the relationship with the social secretariat
- Acting as focal point for staff queries re human resources and researching answers where necessary
- Collating, distributing and filing salary and other human resource documentation
- Dealing with staff changes, with regards to terms of employment, contracts etc.
- Booking UK and Belgium payroll data into accounting software, including payslips, net pay, pensions and tax
- Supporting staff to prepare timesheets and prepare the allocation to donors according to budget
- Allocating salary costs per timesheet/budget/donor and booking these into the accounting software
- Assisting with the recruitment and induction process for new staff
- Administration of Brussels travel passes and lunch vouchers

Belgian Office Management

- Establishing and updating Belgian insurance requirements, approving invoices, coordinating claims, managing contracts and filing documentation
- Ensuring a safe and healthy working environment in Brussels, including management of the landlord relationship and attending Mundo-B's Office Management meetings/AGMs
- Maintenance of Fern's legal registration, including publishing information in the Belgian Gazette (Moniteur Belge)
- Providing training to operational staff members on financial processes
- Liaising with the IT helpdesk

Finance, Administration & Human Resources (FAHRM) team management:

(Jointly with FAHRM team colleagues)

- Participating and assisting in the coordination of weekly FAHRM meetings

- Establishing FAHRM objectives and drafting quarterly work plans
- Regularly reviewing and updating Fern’s House Rules and Procedures

B. OTHER REQUIREMENTS

- *Travel.* As is an international organisation with offices in UK, Belgium and France, some travel will be required between the offices and possibly further afield
- *Management of the organisation.* The finance officer shares responsibility with all colleagues for contributing to the managing of the organisation by attending and inputting into the monthly ‘pre-management team’, annual strategy and Board meetings
- *Flexibility.* Fern is a small campaigning organisation, and some flexibility will be required with regards to working hours, for example in the case of preparing urgent funding proposals, budgets, audits etc.

C. PERSON SPECIFICATION

We are looking for someone who is organised, open, efficient, flexible and personable. The successful candidate will be a good team worker, able to take initiative, a good planner, pay attention to detail, and be equally supportive and assertive.

Essential:	Desirable:
<ul style="list-style-type: none"> • Fluency in French and English • Minimum of three years financial experience • Excellent computer skills (Word, Excel, internet) • Ability to handle multiple tasks and competing demands • A ‘support minded’ attitude • An interest in environmental and social issues • Knowledge of Belgian regulations (legal, fiscal, social) 	<ul style="list-style-type: none"> • Experience of working for an NGO • Experienced with Winbooks accounting software

Indicative salary & working conditions

From €3,617 to €4,367 (full time equivalent) per month – gross salary (depending on experience), plus lunch vouchers (€6 per working day) and a contribution to travel costs from home to office.

Fern offers its staff 5 extra days holiday (full time equivalent) per year on top of legal holiday, and 4 additional staff holidays granted between Christmas and New Year. Staff also earn an additional day for every two years worked at Fern, up to a maximum of 5 days.

D. HOW TO APPLY

Applications should be made **in English** and comprise:

- I. CV
- II. a covering letter explaining why you are interested in this job, including what attracts you to Fern and what you could bring to Fern

Applications without a properly prepared covering letter will not be considered

Deadline for applications: **Midnight Sunday 20 October**

Please note, only shortlisted candidates will be contacted in **w/c 28 October**

Indicative interview date will be: **Thursday 18 November**

Send applications to: julie@fern.org

If you'd like to discuss the job, contact Viviane Vandemeulebroucke: viviane@fern.org

Fern values a diverse work force and welcomes applications from all sections of the community.