



Climate Action Network Europe is looking for a Finance Coordinator

Climate Action Network Europe (CAN Europe) recognised as Europe's leading network working on climate and energy issues, is currently seeking a highly motivated and dynamic Finance Coordinator to join our team in Brussels. The successful candidate will be at the center of the administrative management team of the CAN Europe secretariat and provide bookkeeping, financial management and grant reporting support to the secretariat. Specific responsibilities are contained in the attached job description.

Required Educational/professional qualifications

- Accountancy and/or Finance qualification or proven professional experience of minimum 2 years;
- Proficiency with analytical bookkeeping programs like WinBooks and proven experience working with Excel;
- Good knowledge of accounting and finance processes such as budgeting, reports, audit, financial monitoring;
- Experience in financial management systems;
- Experience in managing projects funded by the European Commission and by several funders;
- Fluency in English required; knowledge of Dutch and/ or French would be an asset

Preferred/desirable qualifications and experience

- Experience of working with NGO's, preferably in a network environment;
- Ability to respond to changing budgets, projects, incomes and expenses;
- Office / finance administration experience in Belgium would be an advantage;

Required interpersonal skills

- Excellent collaborative team-working skills, time management, flexibility, and reliability;
- Ability to produce results according to deadlines;
- Excellent analytical skills and organisational skills, including special attention to detail;
- Focus and commitment to achieving quality results.

Main duties are detailed in the job description attached to the ad

This position is based in the CAN Europe secretariat, which houses our team of 19 staff members, in Mundo-B, the sustainable NGO office space near the St. Boniface neighbourhood of Brussels.

This 4/5 position open-ended contract under Belgium law includes extra benefits such as lunch vouchers and reimbursement of local transport costs.

To apply, please send a letter of motivation and CV to jobs@caneurope.org with **Finance Coordinator as subject line**.

****The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant to the job requirements detailed above****

Closing date for applications: **28th May at noon latest**

First round of Interviews preferably on the First and/or 2nd week of June

Second round of Interviews preferably the 3rd or 4th week of June

Expected start date: As soon as possible from the first of July onwards.

Contact

Inquiries to Cinda Ayachi, HR and Office Coordinator, cinda@caneurope.org or +32 2 894 46 70