

FINANCIAL AND ADMINISTRATIVE OFFICER

EURASHE – European Association of Institutions in Higher Education Brussels, Belgium

EURASHE is the European Association of Institutions in Higher Education that offer professionally orientated programmes and are engaged in applied and profession-related research within the Bologna cycles. The role of the association is primarily to represent, within the European Higher Education Area (EHEA), the interests of professional higher education by engaging in policy-making and to provide members with a platform for communication, information and exchange of views, with a focus on issues relevant to the future development of higher education. EURASHE has been engaged in a number of international projects in line with its priorities in order to follow and understand better the trends and various approaches across Europe, to gather input for our policies, to share experience among members and to promote good practices. These projects address mainly the role and mission of professional higher education, innovative learning and teaching including various approaches to work-based learning, quality of higher education, applied research and role of higher education in regional development.

For its Secretariat in the centre of Brussels, EURASHE is looking for a full time Financial and Administrative Officer for a preferred start from May 2, 2018 within its small and dynamic team.

ROLE

The Financial and Administrative Officer will report directly to the Secretary General whilst working closely with the Project, Communication and Events Officers.

Tasks:

- Management of the financial system (overseeing daily bookkeeping, payments and invoicing), including financial records and filing systems as well as general oversight of financial situation
- Provide input for the financial and project reporting, budget drafting and budget implementation monitoring.
- Organise statutory meetings and minutes taking
- Booking travels and accommodations
- Payroll in liaison with the social secretariat including record keeping
- Manage the general administration of the secretariat

PROFILE

We are looking for an independent, open and friendly motivated team player, willing to learn and who is able to work efficiently in an international team.

Requirements:

- A higher education degree, preferably in one of the following areas: finance, business administration, accounting or other relevant field
- Excellent communication skills in English (spoken and written); advanced knowledge of Dutch or French
- Intermediate to advanced skills in Microsoft Office and accounting systems
- Good communication, organisational and interpersonal skills
- Ability to work in a diverse work environment, with colleagues and members from around the world
- Ability to work independently and meeting deadlines
- Demonstrated attention to detail
- Knowledge of Belgian labour and tax laws is a strong asset
- Belgium residence and/or work permission for Belgium

Experience in EU-funded projects, within an international environment and/or with membership-based organisations similar to EURASHE would be an advantage.

EURASHE offers

- Full-time position (38 hours/week) within an indefinite contract, preferably from May 2, 2018.
- Indicative monthly gross salary of 2,000 - 2,400 EUR, subject to Belgian tax and social security. Adjustments to the salary can be determined based on a candidate's profile and experience
- Additional benefits: transportation allowance, meal vouchers and 30-day annual leave
- Working in a small team within an international context
- Occasional travels within Europe

APPLICATION PROCEDURE

Interested candidates should submit a CV maximum 2 pages and a cover letter, maximum 1 page in English addressed to Michal Karpíšek, Secretary General of EURASHE. Please, get these documents and any supporting document ready for upload at the following link. **Only applications submitted through the online form (<https://www.surveymonkey.com/r/HZGFQZR>) by April 8, 2018 will be considered.**

Applications will be processed on an ongoing basis. Please note that only shortlisted candidates will be contacted and invited for interviews in April 2018 in Brussels or online. Early applications are encouraged, as we will go through them as they come and can contact suitable candidates before the application deadline. EURASHE will not be able to reimburse travel costs for interviews.

For more information about EURASHE: www.eurashe.eu