



## **Head of Administration**

### **Job description:**

- Take responsibility for managing the daily operations of Finance Watch, including general administration, budget, accounting, finance, budgetary control, human resources related legal and administrative issues, premises and IT.
- Manage outside counsels (legal, accounting...), auditors and external service providers.
- Represent Finance Watch on issues related to administration.
- Prepare, in coordination with Secretary General, Finance Watch's General meetings and Board meetings. Ensure follow up of those meetings.
- Take responsibility of enquiries and due diligence processes related to fundraising.
- Prepare end of year reports and accounts.

### **Profile / main qualifications:**

- Be convinced about Finance Watch's mission.
- Significant relevant experience in similar functions, preferably with a Belgian association or an international NGO. Administration experience of a large AISBL would be a plus.
- Strong accounting, financial control, budgetary and legal skills.
- Experience in dealing with external service providers.
- Full command of English and French. Dutch a significant advantage.
- Be a result oriented and self motivated individual.
- Be a team player.

### **Remuneration:**

- Dependent on seniority and work experience.
- Additional benefits: health insurance and pension.

Equal employment opportunity:

Finance Watch is committed to the principle of equal employment opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job.

Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of applicant's merits and abilities.

Application guidelines:

Interested candidates are invited to send a letter of motivation and CV and e-mail it by the closing date to: [contact@finance-watch.org](mailto:contact@finance-watch.org)

Please quote "Application for Head of Administration position" in the title of your e-mail.

Deadline for applications: 19 August 2011

We regret that we will not be able to acknowledge receipt of the applications. As we expect to receive a large number of applications, we will not be able to respond to applicants who have not been shortlisted and we apologize for this in advance. If you do not hear from us within three weeks of the closing date, please assume that you have not been shortlisted.

We look forward to receiving your application.