



WE'RE HIRING!

Finance & Admin Officer at Zero Waste Europe

About us

The mission of [Zero Waste Europe \(ZWE\)](#) is to **empower communities in order to redesign our relationship with resources**. We campaign for zero waste strategies in Europe and beyond, and support local groups and change agents who have the potential to drive change in their region. Currently, ZWE is the only pan-European organization specializing in waste issues from prevention to disposal and on local, national and European levels.

ZWE was created in late 2013 in the Netherlands as an independent, nonprofit foundation aiming to:

- Promote Zero Waste strategies in Europe and elsewhere;
- Act as a catalyst for European good practices in the field of circular economy, waste and resources;
- Empower local groups to develop community-based strategies for the prevention, reduction, separation, recycling, and composting of waste;
- Promote a responsible treatment of waste and prevention of non-sustainable solutions such as landfilling and incineration;
- Increase awareness about the health effects of the current economy of waste disposal, and promote non-toxic alternatives;
- Promote environmental and social justice.

We are a successful and fast-growing NGO where personal development, fairness and inclusiveness are high on the agenda.

About you

You are an efficient, highly organised, autonomous and reliable administrator and event organiser, with a passion for getting the work done in time and have an eye for detail.

You have experience with the general administration of a medium-sized NGO and are able to support the office and finances management. You have experience in bookkeeping and use of finance systems, as well as general office procedures. You will be directly responsible for specific administration tasks, including the admin side of events (bookings, reimbursements, contact with participants, travel schedules, logistics).

You excel at personal relations, you are capable of running different tasks simultaneously and like working in an international environment.



About the role

You will work closely with Zero Waste Europe's Office and Finance Manager and Network and Admin Officer to support the running of the Zero Waste Europe office in **Brussels**. Next to day-to-day financial administration you will support the team in organising their events and activities. Notably, you will be in charge of:

Accurate Finance

- Bookkeeping according to Belgian accounting standards ensuring that financial records are kept accurate and up to date
- Process all invoicing and expenses claims
- Supporting the team in drafting the budgets, preparing financial reports and audits in accordance with funder's requirements and internal financial procedures
- Compiling and completing event specific reports

Effective Office Administration

- Tracking employees working hours per projects
- Maintain Zero Waste Europe Volunteer's database pool
- Attending to the in- and outgoing general contact email
- Manage outgoing and ingoing post
- Ensure a general office well-being with keeping a clean office environment
- Convening team meetings

Smooth Event coordination

- Organising events through the booking of venues, hotels, travel and accommodation, etc. (conferences, study tours, meetings....)
- Maintain database: suppliers, venues, catering
- Preparing documents for events (attendance lists, logistics guides, event budgets)
- Collecting and processing reimbursements after events
- Follow-up on financial expenditures of the event

Person specification

Experience

Essential

- At least 2 years demonstrable organisational experience in relevant fields: office management, accounting, finance, event organising
- Experience using accounting software (Winbooks a plus)
- Experience with project and event management, including budgeting and fundraising, at international level
- Experience working with colleagues remotely and using online tools such as Google Drive, Slack, Trello

Desirable

- Experience participating in environmental or social justice campaigns



- Experience working in an international environment and within a coalition of NGOs
- Experience with EU-funded projects
- Experience preparing funding reports and organisational audits

Knowledge, skills and understanding

Essential

- Excellent English (spoken and written)
- Fluent in *either* French or Dutch (spoken and written)
- Understanding of bookkeeping
- Event management skills
- Solid IT competences (especially MS Excel, Word and Google Docs)
- Ability to learn new tools quickly
- An eye for detail, good time-management and the ability to work independently

Desirable

- Fluent in *both* French and Dutch
- Bookkeeping diploma of higher education in Belgium or a university bachelor in finance management / economics or similar
- Excellent knowledge of Excel (pivot tables, macros, advanced formulas skills)

Personal qualities

Essential

- Good interpersonal skills
- Commitment to accuracy, efficiency and a high standard of work
- Ability and willingness to use initiative and make decisions, but also a commitment to teamwork
- A strong commitment to Zero Waste Europe's ethos and network structures
- Willingness to work a flexible schedule, as required

Location, Compensation and Work Environment

This is a full-time position and will be based in Brussels. It is a one year contract, with the possibility to be renewed and to develop within the organisation. A valid working permit for Belgium is required.

We offer a competitive salary plus benefits, including lunch vouchers, a 13th month proportionate to your time worked, 20 vacation days plus 4-10 extra-legal holidays, travel insurance, additional maternity/paternity leave, and other similar employment protections. Salary will be negotiated according to the internal salary policy of the organisation and depending on your experience.

We take pride in our ability to support one another's work in an atmosphere of mutual trust and respect, and look forward to introducing the successful candidate to our welcoming and highly motivated team and network members.



Start date: as soon as possible

Equal Employment opportunity

ZWE 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.

TO APPLY:

Please send your CV, motivation letter with two references to jobs@zerowasteurope.eu by email - no calls. Only short-listed candidates will be contacted. Position open until filled.

Deadline to apply: August 15th 2019