



WE'RE HIRING!

Finance Officer

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 organisation specialising in waste issues from prevention to disposal and on local, national and European levels. ZWE is the European chapter of the [Global Alliance for Incinerator Alternatives \(GAIA\)](#).

ZWE is an independent, nonprofit association created in late 2013 in the Netherlands 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 a proactive, hands-on finance professional, with excellent analytical skills, a keen eye for detail, and desire to probe further into data. You have a great knowledge of financial management of NGOs and know how to navigate the challenges of EU/non-EU funding.

You know how to manage complex budgets and are very comfortable with finance, accounting, audit, and analysis. You enjoy creating financial tools for your colleagues and are able to effectively communicate financial requirements and needs to others.



You excel at personal relations, are highly organised, and capable of running different tasks simultaneously. You can handle complexity and uncertainty and you are familiar with the zero waste philosophy.

About the role

The Finance Officer is part of the Operations team together with the Grants and Operations Officer and the Admin Assistant. They report to the Operations Director.

The core responsibilities of the Finance Officer will be to:

Financial management

- Budget management
 - Planning, reviewing, monitoring, and managing the general organisational budget
 - Preparing sub-team and programme budgets and providing support in their administration together with the Grants and Operations Officer
 - Planning and delivering the regular budget meetings with management and during the budget holders' meetings
 - Develop and implement a sustainable reserve policy
 - Operate the petty cash system
- Production of financial management information including:
 - Producing management accounts and budget forecasts for existing and new funding applications
 - Cash flow forecasts
 - Collecting historical financial data for the management team
- Production of the year-end accounts
 - Account filing and disclosure
 - Fulfilling audit requirements
 - Coordinate audits and interact with auditors
- Provide support and analysis for Quarterly Reporting of Budget to Actuals to staff

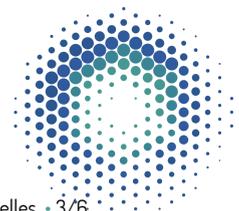
- Overseeing payroll
 - Monthly communication with payroll company of staff hours and absences
 - Registration of new personnel with the relevant authorities
 - Ordering meal vouchers on the basis of payroll
 - Manage various special absences (holidays, maternity/parental leave, educational leave):
 - interact with staff on this matter to obtain details and provide feedback
 - manage the payroll company
 - prepare relevant documents and interact with relevant authorities
 - Make sure timesheets and payroll data match
 - Keep track of holiday sheets and absences with support from the Admin Assistant
 - Registering UK employee salary, pension, and UK tax with the HMRC on a monthly basis

- Procurement and eligibility criteria
 - Keeping check of eligibility and procurement rules, communicating them to staff
 - Check for quote, tender, consultancy contracts

- Project management of subcontracted funds
 - Support the Grants and Operations Officer in:
 - Establishing subcontracting ledger accounts
 - Preparing the financial reporting of project grants and subgrants
 - Allocating working time of the team according to funding grants

- Expense reporting
 - Drafting reports for primary funders, i.e. operational grants LIFE and Adessium.
 - Collecting and processing financial data from staff
 - Check that expenditure complies with funders' requirements

- Expense processing
 - Processing organisation's expenses with assistance of the Admin Assistant
 - Transfers through an on-line banking system (weekly) with assistance of the Admin Assistant and Grants and Operations Officer
 - Develop analytical accounting
 - Implement analytical accounting





- Main accounting and Bookkeeping
 - Bookkeeping of entries for payroll, fixed assets and other general ledger posting
- Bank account management and reconciliation
 - Organisation's filings to include statutory filing, tax and VAT
 - Statutory filling
 - VAT reports
 - Legal advice or liaison with lawyer
 - Liasing with the bank, registering new personnel, or requesting digipasses.
- Development of financial forms and templates
 - Reimbursement forms
 - Fundraising calculators for internal use

Operations support

As part of the Operations team, the Finance Officer is expected to:

- Help drafting and managing contracts
 - Establishing contract templates related to suppliers, consultants, and grantees with support from the Operations Director
 - Drafting and storing contracts when necessary
- Supporting HR management
 - Work together with the management team on policy development, such as but not excluded to: a comprehensive salary policy, a fair compensation policy, etc.
- Organisational Development
 - Look out for and implement tools and processes that could benefit the organisation
 - Risk management: help identify and evaluate the financial risks of the organisation and implement measures to control risks

Person specification

Experience

Essential

- Minimum of 5 years of financial experience, including finance, accounting, audit, and analysis (i.e. gathering, evaluating, presenting, and reporting financial information to management and external stakeholders)





- Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll
- Nonprofit experience, with experience with funds/grants accounting including EU grants

Desirable

- Demonstrated understanding of the financial complexity of working with EU institutional donors
- Experience managing budget combining EU and non EU-funded projects and subgranting
- Experience managing earned incomes within an NGO

Knowledge, skills and understanding

Essential

- A university degree relevant for the position
- Proficiency with Winbooks or other bookkeeping tool and excellent Excel/Google Spreadsheet skills
- Knowledge of employment Belgian labour and fiscal law and non-profit organisation requirements
- Excellent analytical skills
- Excellent command of spoken and written English + either French or Dutch, as well as ability to work with non-native English speakers

Desirable

- Knowledge of other accountancy and/or budget software are a plus
- Excellent understanding of national and cross-border VAT matters
- Knowledge of UK payroll regulations
- Other languages (apart from English, French and /or Dutch) are a plus
- Solid IT competences with collaborative tools (Google Drive, Slack, Trello)
- Understanding of environmental issues in the field of resource & waste management, climate, or environmental justice

Personal qualities

Essential

- Outstanding communication and interpersonal abilities
- Proactivity, self-motivation, and team player
- Problem-solving attitude and results-oriented
- Commitment to accuracy, efficiency, and a high standard of work
- Proven ability to formulate proposals to complex and time-sensitive issues in the best interest of the organisation
- A strong commitment to Zero Waste Europe's ethos and network structures
- Willingness to work with flexible schedule, as required



Note on the job title

As part of the review of our salary policy planned in 2021, we would like to reconsider our job titles structure at ZWE. Depending on experience, the Finance Officer could become Senior Finance Officer. Adjustments will be made later in 2021.

Location, Compensation and Work Environment

This is a full-time position based in Brussels. The initial contract will be closed for a one-year period, with a likelihood to be extended into a long term contract depending on available funding. A valid working permit for Belgium is required.

We offer a competitive NGO salary plus benefits, including lunch vouchers, a 13th month proportionate to your time worked during the year, 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 a transparent bandwidth defined by 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 in English by filling in the following form: <https://forms.gle/Tay3WCLbngyQ5rPf8>. Please note that only the applications sent via this form will be taken into account. We can only guarantee that short-listed candidates will be contacted. Position remains open until filled.

Deadline to apply: January 18th, 2021, at 23:59 CET. First round interviews will take place the weeks of January 18th/25th.