

ADMIN & GRANT MANAGEMENT OFFICER

Brussels, Belgium

RECLAIM is seeking a part-time Admin & Grant Management Officer to support its work

RECLAIM

RECLAIM (reclaiming.eu) is a newly established NGO that works to amplify the voices of European civil society in their struggle to promote democratic, just and inclusive societies at home and abroad. Our goals are to counter democratic backsliding and ensure that European civil society, in all its diversity, can continue to work unhindered. RECLAIM is committed to acting against unjustified restrictions affecting European human rights, democracy and humanitarian groups and their counterparts in the Global South. We want to ensure an operating environment in Europe where civil society can continue to thrive. Working in partnerships is critical to us. To do this, RECLAIM brings together the voices and concerns of different civic sectors and support their meaningful engagement with EU institutions.

TASKS AND RESPONSIBILITIES

Under the supervision of RECLAIM's Director, the Admin & Grant Management Officer is in charge of the following activities:

Day-to-day bookkeeping:

- Recording financial transactions in RECLAIM's accounting software;
- Supervising and reconciling RECLAIM's bank account against the accounting book;
- Ensuring compliance with RECLAIM's accounting and procurement rules;
- Administrating RECLAIM's payroll.

Accounting & Monitor of Project Expenditure:

- Preparing mid-year and end-of-year financial accounts;
- Preparing and supporting audit schedules;
- Controlling project payments against approved budgets and donor requirements;
- Analyzing and forecasting costs for future projects.

Grant management:

- Dealing with financial aspects of grant management, fundraising and donor reporting;
- Participating in RECLAIM's development and implementation of its M&E policies.

LOCATION

- Brussels (with flexibility).

REQUIREMENTS

The ideal candidate has:

- Professional experience in accounting;
- Experience in programme management, mainly, with an NGO, is a distinct advantage;
- A standard level of English and French (additional languages are a plus);
- Proficiency in Excel;
- Proficiency in accounting software for NGOs is an advantage;
- Experience with payroll administration in Belgium is a distinct advantage.

CONDITIONS AND APPLICATION PROCESS:

- Deadline applications: December 5, 2020.
- Starting date (envisaged): December 30, 2020.
- Work schedule: The assignment will be for 7.5/week, progressively building towards a more extended work schedule as new donors are secured. Self-scheduling is possible within the needs of RECLAIM.
- Salary: The salary is competitive and the work atmosphere young and friendly!

HOW TO APPLY

- Please submit your CV + letter of motivation to esther.martinez@reclaiming.eu explaining to us how you meet the requirements of the profile and what is the most critical human rights issue to you.
- Specify in the subject: "Admin & Grant Management application" + SURNAME + NAME".
- Interviews: will be held on an on-going basis and we might fill this vacancy before the end of the closing date.

We are looking forward to hearing from you!