

Culture Action Europe is looking for an Administrative Officer Job Description

Half-time (50%), starting date 13 January 2025

Location: Brussels, partial home working allowed

Administrative Officer is in charge of:

- Manage everyday operations related to invoicing and payments, including reimbursements.
- Ensure accurate monthly administration of financial transactions, such as credit card expenses, and reimbursements.
- Oversee the processing of invoices, ensuring they are sent to our invoice management tool Basecone with accurate data. Handle related communication, resolve any discrepancies or issues, and ensure timely payments.
- Provide the Financial Manager with monthly reports on actual spending after all bookings have been made.
- Assist in the preparation of timesheets in alignment with the central file in accordance with the project reporting guidelines in the EU context.
- Handle office and finance-related tasks, including terminating contracts with suppliers, closing subscriptions, managing bank-related changes, and handling ONSS (social security) matters.
- Manage the monthly payroll process, ensuring accuracy and timely payment. Order and distribute lunch vouchers on a quarterly basis.
- Participate in key project meetings related to finance, offering support in budgeting, reporting, and invoicing tasks.
- Assist in financial project support, including budgeting, audits, and internal process development. Implementation of new tools in collaboration with project managers for budget and cost monitoring throughout project cycles.
- Oversee the management of memberships, including invoice creation, renewal processes, and payment matching.
- Support the Financial Manager in various tasks, such as budgeting, audits, financial analysis and the development of internal processes.
- Undertake any other duties as required to support the operation of the organisation.

Qualifications:

- A Higher Education degree in Economics, Finance, or Business Administration.
- Proficiency in English; good knowledge of French is a plus;
- 1+ year of experience in administrative and/or financial roles. Experience in EU project-related reporting is strongly preferred;
- A highly organised person with excellent attention to detail with an interest in financial management;
- A person with experience using Microsoft Excel spreadsheets, who is confident in creating and managing financial data;
- Proficiency in financial software and tools such as Basecone or Exact Online is a plus;
- Excellent skills in teamwork and collective decision-making while also being able to work independently;

Conditions:

We offer a one-year Belgian contract (le contrat de travail à durée déterminée (CDD)) on a half-time basis (0.5 FTE), with the possibility for extension. The position requires presence in our Brussels office (partial home working allowed). Gross monthly salary level: 1200 EUR + Luncheon Vouchers 7€ per working day + commuting allowance + holiday allowance + Belgium social security. We offer an inspiring working environment in the international art and cultural context and the opportunity to work creatively with a small but committed team.

Recruitment process:

- Potential candidates are requested to send a motivation letter and CV in English to recruitment@cultureactioneurope.org with the subject line "Administrative Officer 2024" **Deadline: December 8th, 2024, 00:00 CET;**
- Candidates selected for interview will be notified by December 13th, 2024;
- Round of interviews will take place on December 17th 2024 online;
- The result of the recruitment process will be communicated on December 20th, 2024.
- Position starting date: January 13th, 2025

Posted: November 2024