

Finance Officer

CONTEXT

The International Co-operative Alliance is an independent, non-governmental organisation established in 1895 to unite, represent and serve co-operatives worldwide. It provides a global voice and forum for knowledge, expertise and coordinated action for and about co-operatives. The Alliance's members are international and national co-operative organisations across 100 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, the International Co-operative Alliance gives a voice to one billion of the world's citizens. More information is available at: www.ica.coop

Against the background of cooperative enterprises enabling people around the world to become protagonists of their own social and economic development, the programme 'Cooperatives in Development – People-centred businesses in action' will work on promoting the co-operative business model in global and local development policies, and strengthening co-operative organisations as viable actors in development processes in their own rights.

PRINCIPAL ROLES AND RESPONSIBILITIES

The Finance Officer will be responsible for bookkeeping and general accounting, processing all invoices and reimbursements in an accurate and timely manner, and ensuring that financial transactions are properly updated and recorded, within the EU Partnership. The Finance Officer supports the preparation of the Interim and annual financial report for the external auditor and the EU Institutions. The Finance Officer coordinates his/her work with the Accounting Unit of the ICA, and reports directly to the Finance and Administration Manager.

Key responsibilities are:

- Handle the bookkeeping and the general accountancy, preparation and execution of journal entries, expense accruals, expense reports, reimbursements, invoicing and settle payments
- Assist the monitoring of expenses based on a detailed breakdown of expenditures and supporting documents
- File and archive all supporting documents related to the bookkeeping activity
- Collaborate with all colleagues from the Coordination Unit needing assistance and support on procedures, expense reports, supporting accounting documents
- Assist in the financial management of large events, supporting documents to be gathered by participants, etc.
- Assist in internal and external audits
- Handle basic tasks related to the existing service contracts in the office, i.e. postal services, etc.

REQUIRED QUALIFICATIONS

Essential

- A professional or a bachelor degree (finalist) in Accounting - A1/A2 (or equivalent) diploma and knowledge of Belgian bookkeeping legislation as well as GAAP (Generally Accepted Accounting Principles)
- Fluent in English (which is the office language), basic French
- Knowledge of accountancy and bookkeeping software, with a preference towards Winbooks
- Ability to strictly meet deadlines and deliver results in a fast-paced environment
- Attentive to details and able to prioritize work

- Good IT and communication skills
- Ability to work in a multi-cultural team
- Demonstrate commitment to the cooperative values and principles

Desirable

- Knowledge of other languages, Spanish
- Knowledge or/and experience in financial reporting international projects, in particular projects funded by the European Commission

TERMS AND CONDITIONS

Starting date: July 1st, 2020.

Located at the Cooperative House Europe (Brussels, Belgium), Avenue Milcamps 105, 1030 Brussels.

Candidates need to have, at the time of application, the legal right to work in Belgium. We regret that we are not able to apply for work-permits on their behalf.

APPLICATIONS:

Interested candidates are asked to apply by submitting the filled in **application form** below and a **detailed CV** to recruitment@ica.coop. Please mention in the email subject your name followed by 'Finance Officer'.

Deadline for applications is the **29th May 2020 (23h59 CET)**.

Only those candidates selected for interviews will be contacted. No phone calls please.

Interviews will take place at our offices during the month of June 2020.

Application Form

Please fill-in the *application form* below, in Arial 9 (black ink), and send it back with a *detailed CV*.

PERSONAL DETAILS

First name(s):		Last name(s):	
Address:		E-mail:	
		Mobile:	

EDUCATION

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained	Dates

General, specialist and further training obtained, whether obtained formally or informally, which you feel to be relevant to the position.

Training, course, etc.

COMPETENCIES, KNOWLEDGE AND EXPERIENCE

Please explain how your (relevant) skills and experience match the specifications. In explaining your skills and experience, please use relevant personal examples to support your case (max 1/2 page).

MOTIVATION FOR APPLICATION

Please explain why you are applying for this position

If offered the position, when could you take it up?
