

ENAR is recruiting a Budget & Finance Officer.

Deadline for applications: 25 August 2024 (midnight Central European Time)

The European Network Against Racism (ENAR aisbl) is the leading voice of the pan-European anti-racist movement. We are advocates for racial equity and justice across Europe and play a leading role in facilitating cooperation among civil society anti-racism actors.

Our mission: we work to build an inclusive society that achieves equality, equity, as well as solidarity and well-being for all. To achieve this, ENAR specifically works to combat racism and discrimination based on colour, ethnicity, national origin, nationality, religion, culture, language or legal status. We envision a vibrant and inclusive society and economy that embrace equality and diversity and the benefits of a racism-free Europe. Our team is located in Brussels, but you would be working together with our 170+ member organisations based all over Europe.

To achieve our work, establishing realistic budget and ensuring we operate within their confines is key. That's why we need someone who has a keen eye for numbers and details, and can help us get the most out of our funds. ENAR seeks to recruit a Budget & Finance Officer to support this work.

We are looking for a passionate and talented colleague. You'll be working as part of our Finance and Administration team but will have contact with the whole organization. The Finance and Administration team is responsible for the organisation's financial and programme management. Reporting to the Finance and HR Coordinator, you will be tasked with overseeing and monitoring the overall organisational budget as well as specific project budgets, establishing and reporting on projections and financial applications to the organisation's leadership. You'll be expected to provide clear, precise and regular reporting to the Director General, the Treasurer, and our Board to guide our budgetary decisions.

Job Title	Budget & Finance Officer
Base Salary	Approx. € 3394 gross employee per month
Reports to	Finance and Operation Manager
Experience	Minimum 3 years
Working hours	Full time 38 hours/week
Contract	1 year with possibility of renewal into open ended contract following evaluation
Where based	Brussels
Start	November - December 2024

In support of the Finance and Operation manager, the Executive Director, the Staff and Board, and the members, the Budget & Finance Officer:

Oversees and reports on our budget and ensures budgetary alignment

- Oversees and drafts the yearly and multi-year organisational budget (including additional project budgets)
- Drafts and supports the financial calculations in support of applications and reports to donors and stakeholders
- Drafts and, where appropriate, provides and presents the internal financial reports (both to internal and external stakeholders)

Supports the reconciliation of our accounts

- Supports the organisation's Finance and Administration team with bookkeeping tasks including:
 - Code the purchasing receipts depending on the funding streams of ENAR
 - Depending on the experience, input those relevant purchasing receipts (invoices, expense claims, VISA cards, etc.) in the accounting software (WinBooks)
- Reviews salary slips on a regular basis to ensure accuracy and update the salary grids
- Collaborates with our external accountant to progressively transition to fully internal accounting
- Monitors our cash-flow, treasury, and cash management
- Monitors the spending in alignment with ENAR funding streams and their regulations

Supports and ensures successful audits

- Prepares and coordinates auditing processes (internal and external audits) and responds to queries from auditors together with the line manager
- Supports colleagues on fundraising matters
- Participates in ENAR meetings as requested
- Performs other tasks related to the post as deemed necessary and appropriate by the Finance and Operation Manager and the Executive Director.

Our ideal candidate will be able to bring most of the following acquired skills and experience to the role:

- Commitment to ENAR's mission to take action against racism and to promote equal rights
- Relevant diploma at university level or equivalent degree or experience
- Minimum 3 years of proven track record in budget and finance work either at national or international level
- Extensive knowledge or at least 2 years' work experience in an NGO or similar organisation at an EU or national level are a distinctive advantage
- Strong analytical, financial and administrative skills
- Experience establishing and drafting budgeting for multiple projects
- Experience in participating in drafting calls for proposals and applications for funding and reporting, preferably with European Commission, private and corporate Foundations
- Experience in Belgian bookkeeping (including cost accounting), preferably in an international not for profit association
- Ability to work with Microsoft Office suite products, Excel and WinBooks (accounting software)
- Experience with working in an international and multicultural context
- Fluency in English (speaking and writing). Ability to communicate in French and/or Dutch is a plus.
- Expected soft skills: sense of responsibility, commitment, ability to meet deadlines, solutions-oriented, excellent team player, multi-tasker.

Reporting duties

The Budget & Finance officer reports to the Finance and Operation Manager.

Line management

No line-management duties.

ENAR aisbl strives for a diverse staff and ensures that opportunities offered are accessible to all regardless of gender, age, race or ethnicity, religion or belief,

disability, sexual orientation and gender identity. ENAR encourages members of groups which are affected by racism and related discrimination to apply for this post.

Application requirements

A complete application contains:

1. Application forms part 1 and part 2

Form 1 will not be shared with the selection committee until the interview. Please make sure that Form 2 is **anonymous**. Do not write your name on this form.

2. The equal opportunities form. Receipt of this form is not mandatory, although we would welcome it. The aim of this document is to build internal statistics on the audience that our job adverts reach, to assess if a revision of the way we advertise vacancies could be improved towards more inclusivity. Should you decide to include this form in your application, please do not write your name on it.

CVs or European application forms **won't be accepted. You are required to use the ENAR application forms**. See www.enar-eu.org. All information given in the application, including the Equal Opportunities monitoring form, will be treated in a confidential manner.

All applications should be submitted via e-mail to JobApplication@enar-eu.org by **25 August 2024 (at midnight Central European Time)**. **Candidates should ideally be available for interviews conducted on week commencing 9 September 2024**. Please write 'Application Budget & Finance Officer + your full name' in the subject line of the email message.

The recruitment process will include an interview and a written test. The selected candidate should preferably start in December 2024.

Last update: 10/07/2024

This is a description of the job, as constituted at the date shown. ENAR periodically reviews job descriptions, updates them and ensures that they relate to the job performed, or incorporate any proposed changes.