



FACE JOB PROFILE

ADMINISTRATIVE ASSISTANT Full-time (38 hours / week)

SCOPE of the position

FACE, an international Brussels-based NGO, is seeking to hire an Administrative Assistant to be responsible for the delivery of office services (administration, facilities, and internal organisation), accounting and banking.

He/She reports to the Office & Business Manager.

Professional Profile and Requirements

- Must be legally eligible to work in the EU or possess a work permit in Belgium
- Administration qualification or equivalent.
- A minimum of four years' relevant professional experience.
- Fluency in English. Very good command of French and German is a strong asset.
- Proficiency in the MS Office Suite (Word, Excel, Power Point)
- Proficiency in using and managing an accounting software.
- Excellent time management skills and the ability to meet deadlines and objectives in an autonomous manner
- Desire and commitment to work in a small team in a multi-cultural working environment.
- Commercially and financially astute.

MAIN TASKS & RESPONSIBILITIES

1. Office services

→ Administration

- Carry out receptionist duties and administrative & clerical services
- Assist the Office & Business Manager in ensuring proper forms management and records management for insurance, audit and legal purposes
- Prepare & send annual notifications and invoices for Membership subscriptions (Jan-Feb), thank you letters (whenever suitable), and reminders (May, August, Nov), in line with the Subscriptions Rules of procedure
- Prepare & send call for funding for the FACE research fund (Jan-Feb) and thank-you letters (whenever suitable)
- Compile administrative section of the LIFE NGO Grant application & Assist with the relevant technical sections

→ Facilities management

- Carry out facilities assistance, in-house meeting organisation and stocking/supplies services
- Assist the Office & Business Manager in ensuring office space legality, efficiency & safety
- Act as a focal point for staff and management queries on IT related issues
- Manage the asset register system

- Ensure cleanliness, tidiness & maintenance of the office including research of technical services providers (technicians) and scheduling of ALE cleaning services

→ **Internal organisation**

- Coordination (staff meetings/reports/minutes, office planning/reporting, contact management system).
- Ensuring compliance with office procedures, correct and timely submission of forms
- Staff induction
- Efficiency (welfare, work equipment, leave management system).

2. Accounting & Banking

→ **Accounting**

- Check & collect authorisation to pay for all suppliers' invoice
- Compile the (Excel) invoice and cash allocation forms
- Implement suggested changes to the invoice and cash allocation forms
- Draft customers' invoices & reimbursement notes
- Input the invoices & cash in the accounting system, based on the allocation form
- Implement suggested changes to the invoices and cash input in the accounting system
- Assist the Office & Business Manager in compiling data for specific analyses

→ **Banking**

- Monitor bank accounts on a weekly basis
- Check that accounts are payable & investments are safe
- Report on incoming payments & update excel overviews (Membership, Research Fund, general)
- Report on any suspicious movement or problem
- Pay suppliers' invoices in a timely manner
- Act as main contact person for banking institutions & suppliers

3. Providing administrative support to the Secretary General

- Manage the agenda of the Secretary General
- Support the administration of the Secretary General in terms of travel and logistics.
- Write minutes
- Ad hoc research for the Secretary General

4. Back-up

- FACE Governance meetings' organisation
- Membership administration

Application Procedure:

Applications should be submitted in English and include a CV, cover letter and contact details of at least two referees and one recommendation letter.

Please send applications by email to recruitment@face.eu by midday (12pm) Monday 9 May 2016, including in the subject line: First name, Last name – position for which you are applying.

Applications received by this date will take priority; however, late applications will be considered if the position has not been filled. Please note that only candidates selected for further consideration or interview will be contacted. No phone calls please.