



Vacancy Notice

ANEC is a not-for-profit international association, open to the representation of consumer organisations from 34 countries. Known informally as 'The European Consumer Voice in Standardisation', ANEC promotes and defends the collective European consumer interest in development of (technical) standards and their use, as well as in related European legislation and public policies. Its mission is to raise standards of protection and welfare for all consumers, regardless of age or ability. The detailed technical work is undertaken by a network of volunteer experts drawn from the countries of the ANEC membership, with the Secretariat (of about 10 people) in Brussels as the hub of the association. The European Commission and EFTA Secretariat are the principal sources of ANEC financing through annual Operating Grant Agreements.

We are recruiting a

Finance & Administration Manager

with effect from 1 April 2018 or soon after

The contract is for a 50% to 80% FTE position until 31 December 2018, during which time the post-holder will work alongside the Executive Manager, who will also work part-time until retirement at the end of 2018. A fuller-time contract (80 to 100% FTE, up to 37.5 hours per week) is then foreseen.

Key Responsibilities

- Managing and executing internal and external expense claims and invoices in accordance with the rules of the European Commission & EFTA, and possible donors;
- Reporting on the execution of the budget to the ANEC Secretary-General, preparing financial statements to the governance bodies, the Commission & EFTA, and liaising with the financial auditors;
- Contributing as needed with a financial perspective in strategy setting;
- Advising the Secretary-General on legal and HR issues;
- Managing all logistical and contractual issues;
- Establishing effective working relations with external contacts (e.g. the bank, social secretariat, lawyers, financial auditor, landlord);



ANEC is supported financially by the European Union & EFTA

EU Transparency Register No. 507800799-30

Raising standards for consumers

- Ideally, providing support to the ANEC Fundraising Officer in identifying and bidding for private funds, as well as H2020 projects and similar.

Indicative tasks:

Expense monitoring

- Verifying claims and invoices (including corrective action in case of missing documents or non-compliance with the financial rules);
- Maintenance of the ANEC internal guide on reimbursement;
- Authorisation and execution of payments;
- Contact for financial issues for contracts with third-parties.

Accountancy and reporting

- Administering financial data, monitoring cash flow and foreseeing trends;
- Preparing and hosting audits (both statutory and Commission audits);
- Preparing the financial aspects of applications for the Grant Agreements and Activity Reports;
- Preparing the fiscal declaration and similar;
- Preparing draft budgets and reports for the Secretary-General, ANEC Office Bearers, Steering Committee and General Assembly.

Managing the office accommodation

- Establishing the contracts with the landlord;
- Managing all supporting contracts (e.g. with suppliers);
- Managing the maintenance and repair of the accommodation;
- Managing office refurbishment and any relocation.

Support to the Secretary-General

- Administering the ANEC legal and group insurances (e.g. pension scheme, travel & other insurances);
- Managing staff contracts and related formalities with the Social Secretariat, Edenred etc; managing the time-recording system;
- Ensuring compliance of ANEC as a Belgian aisbl, including advice on Belgian legal and HR requirements, and maintaining the ANEC Staff Manual.

A N E C - The European Consumer Voice in Standardisation

Av. de Tervueren 32, box 27, B-1040 Bruxelles, Tel.: +32 (0)2 743.24.70, Fax: +32 (0)2 706.54.30

anec@anec.eu - www.anec.eu

Raising standards for consumers

Profile:

Qualifications

- University degree (or similar) in accountancy & finance;
- At least 8 years of relevant experience, including at least 5 years in finance or accountancy, ideally with a Belgian aisbl;
- Belgian work permit if needed.

Skills and Knowledge

- Excellent knowledge of Belgian accounting and HR practices;
- Experience of working with EU financing desirable;
- Excellent English (working language), French and/or Dutch language skills, native-level in at least one (other European languages advantageous);
- Excellent oral and written communication skills;
- Good team-player and adaptable to an international environment;
- Attentive to detail and accurate;
- Strong prioritisation and time management skills;
- Ability to work under pressure and to deadlines;
- Assertive but with tact and discretion, even under pressure;
- Respecting confidences;
- Usual knowledge of Microsoft Office and Belgian accountancy software;
- Experience in fundraising advantageous (including H2020 etc).

Interested?

Please email an English-language CV (in EU format) and cover letter (including salary expectations) to arrive no later than **Friday 2 March 2018** to:

stephen.russell@anec.eu.

ANEC offers attractive benefits and flexible working conditions.

ANEC reserves the right to make an appointment before the end of the vacancy period. We regret we can acknowledge applications only from candidates invited to interview. Interviews will be held in Brussels.

A N E C - The European Consumer Voice in Standardisation

Av. de Tervueren 32, box 27, B-1040 Bruxelles, Tel.: +32 (0)2 743.24.70, Fax: +32 (0)2 706.54.30

anec@anec.eu - www.anec.eu

Raising standards for consumers