

The **European Environmental Bureau**
is recruiting for a new
Finance and Administrative Assistant

The European Environmental Bureau (EEB) is looking to recruit a Finance and Administrative to work closely with colleagues in Finance and Administration Unit. We are looking for a highly motivated self-starter, eager to learn and contribute to the EEB's work. The position will be a 6-month to up to one-year paid internship contract (convention d'immersion professionnelle) based in the EEB office in Brussels.

More specifically, he/she will:

Offer financial and administrative support in:

- Project Management: providing input to funding applications, monthly reporting, final reports
- Administrative and financial follow-up of grants (preparing documents, keeping deadlines, checking payments)
- Incoming invoices (checking the conformity with the Belgian law and with the budget line)
- Preparing consultants contracts and related memos
- Budget reporting
- Preparation of annual accounts and related audits and budgets
- Office management
- Events organisation
- Selected HR and secretarial tasks

Qualities and experiences required for post:

- Bachelor's degree or equivalent in commerce, finance or in bookkeeping
- Good written and spoken English and preferably French
- Knowledge of WinBooks and MS Office
- Ability to work independently and be pro-active
- Strong organisational skills
- Flexibility (we expect and offer flexibility regarding work schedules)
- Prepared and able to work in a dynamic working environment
- Capability to prioritize and work with several projects at the same time
- Specific aptitude in MS Office is an additional asset
- Interest / Experience in working in an environmental organisation or other public interest NGO and in an international working environment

The EEB offers:

- A 6 months to up to one-year contract - "convention d'immersion professionnelle" paid internship around 1000€ net/month with the opportunity to learn more about functioning of a non-governmental organisation
- A stimulating, international work environment.

- An opportunity to work for a worthy cause.

Application process:

Please email your application in English to personnel@eeb.org including a CV and cover letter explaining how your education and experience are relevant to the position. Please confirm that you have not been employed on a convention d'immersion professionnelle (CIP) contract in the past. Also, please briefly answer the following two questions:

- Why do you want to work for an international environmental NGO? (not more than 200 words)
- Please describe a situation where you had to deal with several projects (work, school or private life related) at the same time and how you managed the situation. (not more than 200 words)

Place: EEB office in Brussels
Deadline for Application: 16 July 2019
Interviews first round: Second half of July 2019
Proposed starting date: As soon as possible

The EEB is an equal-opportunities employer.

Due to limited staff resources and numbers of CVs anticipated, only candidates selected for interviews will receive a reply.

Please read our recruitment privacy statement before applying:

<https://eeb.org/eeb-recruitment-privacy-statement/>

European Environmental Bureau AISBL

Rue des Deux Eglises 14-16, 1000 Brussels, Belgium

Tel: +32 (0)2 289 10 90

E-mail: personnel@eeb.org – Website: <http://www.eeb.org>