

JOB OFFER



The European Social Observatory (OSE) ASBL, situated in Brussels, is looking to recruit a:

part-time financial and administrative manager (m/f/d).

Vacancy at the OSE

The OSE analyses the impact of European integration on social and employment policies, working in close collaboration with the Belgian and European public authorities, and with think tanks, the academic community, trade union organisations and civil society. The Observatory, a non-profit organisation founded in 1984, conducts comparative research, formulates political proposals and acts as a forward-looking think tank. It has a multidisciplinary and multilingual research team. Since 2016, the OSE is listed among the 100 best independent social policy research centres in the world.

Function

The OSE is looking for a financial and administrative manager to join our team, to work on a half-time basis with a permanent contract. You will be working closely with and reporting to the director. You will have a wide range of responsibilities and therefore occupy a central and challenging position at the OSE, which offers a great opportunity to be highly visible within the organization and further develop project management skills. As financial and administrative manager, you will oversee a number of national and EU-funded projects. You will be a point of contact for both the administrative staff and the researchers, for all organisational, administrative, contractual and financial questions related to these projects.

Profile

We are looking for a candidate with excellent analytical skills, strong interpersonal skills and with proven ability to solve problems. The person should be proactive, team-oriented, should like figures and have a drive for excellence.

Responsibilities

- Preparing responses to national and European calls for tender: researching calls for tender, internal coordination, administrative management, consistency and drafting of provisional budgets.
- Administering and coordinating current projects, together with the management.
- Managing the budget and drawing up financial reports on the national and European projects underway.
- Monitoring the various European and Belgian digital platforms (e.g. SYGMA, etc.).
- Drafting, presenting and verifying the annual accounts vis-à-vis the association's governing bodies (OSE Board of Directors and General Assembly).

The financial manager will receive occasional support from an external expert accountant and will be supported in these various administrative and accounting tasks by a full-time accounting and administrative assistant, whose work s(h)e will supervise.

Knowledge and expertise

The successful candidate will have:

- A bachelor's or master's degree.
- At least five years' professional experience in the required responsibilities.
- Good knowledge of accountancy (analytical accounting, Belgian and intracommunity VAT) and some idea of Belgian labour law.
- Good written and oral knowledge of French and English. Knowledge of Dutch or other languages would be an advantage.
- The ability to work independently but also in cooperation with a team of more than ten people.
- Good knowledge of MS Office and Microsoft 365, and particularly an in-depth knowledge of Excel. Good knowledge of the Allegro/Popsy accounting software is an advantage.
- Experience of seeing EU financed projects through the full life cycle.
- Familiarity with the various European budget lines would be a major asset.

Employment conditions

The OSE is an equal opportunities employer and offers a dynamic working environment, combining excellent academic standards with close contact with European political decision-makers and a range of social policy stakeholders.

We offer you:

- A part-time (19h/week) open-ended contract. Depending on future funding opportunities, the weekly working time may be extended by mutual agreement.
- A multilingual, multidisciplinary and dynamic environment.
- Remuneration according to the Belgian academic pay scale, and in line with your qualifications and experience.
- An attractive package of fringe benefits: reimbursement of your transport costs, meal vouchers (after six months), green vouchers (ecocheques), hospitalisation insurance and a supplementary pension (group insurance).
- A stimulating working environment with a range of possibilities for intellectually challenging work.
- Potential for language and digital training.
- Immediate start to work.

Please send your CV and a motivation letter, by 11 September 2023, to:

Mr Marc Sapir, President
c/o Deborah Lehane, Administrative assistant
European Social Observatory, Asbl
Rue Paul Emile Janson 13
B-1050 Brussels
lehane@ose.be

The face-to-face interviews are scheduled for the week of 18 September 2023.

GDPR: to comply with data protection laws, the OSE does not retain unsuccessful applications. Your application will be dealt with in total confidence.