



JOB OFFER

The European social observatory, a non-profit organisation based in Brussels, is recruiting a **part-time financial manager**

The Observatoire social européen (OSE) is a research centre specialised in the social dimension of the European Union (EU). It works closely with the Belgian and European public authorities, as well as with think tanks, the scientific community, trade union organisations and civil society. OSE conducts comparative research, formulates policy proposals and acts as a forward-looking think tank. Its research team is multidisciplinary and multilingual. Since 2016, it has been listed among the top 100 independent social policy research centres in the world¹.

Function

OSA is looking for a financial manager to join its team on a part-time, permanent contract. You will work closely with the Director and the Assistant Accountant. As a financial and administrative manager, you will be responsible for monitoring the accounts as well as national and European projects. Together with the Director, you will be the point of contact for the administrative and scientific team for all contractual and financial matters relating to the institution's various projects.

Profile

We are looking for a candidate with good analytical and interpersonal skills and a proven ability to solve problems. They must be proactive, a team player, like working with numbers and aim for excellent quality of work.

Responsibilities

- Preparing responses to national and European calls for tender: internal coordination, administrative management, consistency and drawing up budget forecasts.
- Managing and coordinating ongoing projects with the Director.
- Budget management and financial reporting for ongoing national and European projects.
- Monitoring of various European and Belgian digital platforms (e.g. SYGMA etc.).
- Preparing, presenting and auditing the annual accounts to the association's governing bodies (OSA Board and General Meeting).

You will receive occasional support from an external chartered accountant, and will be assisted by a full-time accounting and administrative assistant, whose work you will supervise.

¹ Think Tanks and Civil Societies Program (TTCSP) of the University of Pennsylvania
https://repository.upenn.edu/think_tanks/

Knowledge and expertise

- You have a bachelor's or master's degree.
- You will have at least five years' professional experience in the responsibilities required.
- You have a good knowledge of accounting (cost accounting, Belgian and intra-Community VAT) and a basic understanding of Belgian employment legislation.
- You have a good written and spoken knowledge of French and English. Knowledge of Dutch or other languages is an asset.
- You are capable of working both independently and as part of a team of twelve people
- You will have a good knowledge of MS Office and Microsoft 365, and in particular a thorough knowledge of Excel. A good knowledge of Allegro/Popsy accounting software is an advantage.
- You have knowledge and experience of monitoring EU-funded projects.
- Knowledge of different European budget headings is also an important asset.

Terms and conditions of use

OSE is an equal opportunities employer and offers a dynamic working environment, combining excellent academic standards with close contacts with European policy-makers and a range of social actors.

We offer:

- A part-time contract to be negotiated according to your availability for an indefinite period. Depending on available funding, working hours may be temporarily increased by mutual agreement.
- A multilingual, multidisciplinary and dynamic environment.
- A competitive salary, in line with the Belgian academic world and depending on qualifications and experience.
- A range of benefits: reimbursement of your transport costs, meal vouchers (after six months), eco-vouchers, hospital insurance and a supplementary pension (group insurance).
- A stimulating working environment with opportunities for intellectual investment and varied training.
- An immediate hiring.

Send your CV and covering letter **no later than Wednesday 12 June 2024**

to:

Mrs Slavina Spasova, Director, spasova@ose.be

And

Mrs Rita Tomioka, Assistant-accountant, rh@ose.be

Observatoire social européen, Asbl

Rue du Luxembourg, 3, 1000 Brussels

The face-to-face interviews are scheduled for the week of 24 June 2024.

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GDPR: to comply with data protection laws, the OSA does not keep unsuccessful applications. Your application will be treated in the strictest confidence.