FINANCIAL COORDINATOR

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) is the network of 34 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning
- Improve and raise the quality of education in Europe
- Promote the European dimension in education

To implement its work program European Schoolnet is running a various number of projects financed by the EC, private contractors or its members.

EUN is looking to recruit a Financial Coordinator to organize smooth information exchange between the Finance Team and the Project Support Team.

MAIN TASKS AND RESPONSABILITIES:

- To review and post account payable ledger entries against purchase orders, manage and process sales invoices, to prepare and review account receivable, and other balance reconciliation.
- To review and post expense notes according to the Travel Regulation.
- To gather and collect financial data and information at project level, to verify whether it has been accurately entered in the system, to monitor and retrieve the financial details needed for the financial reporting of projects.
- To ensure timely completion of the assigned accounting tasks that are in accordance with the outlined policies and procedures.
- To be present at various meetings, to address the issues, provide appropriate guidelines for improving the process, and to identify opportunities for enhancement.
• To assist in the preparation of audit requirements and in the preparation of the supporting documents at project or corporate level.

• To provide support in budget preparation by collecting the forecasts from the project managers. Reconcile them with the contractual budgets.

• Generates quality information and analysis when needed to support and inform the project managers.

• Multitasking with interruptions in a dynamic environment.

PROFILE, SKILLS AND QUALIFICATIONS:

• BA degree in accounting, finance, economics or related field.

• 2+ years related work experience in accounting/bookkeeping.

• Outstanding financial and analytical skills, mastery of Belgian GAAP and VAT.

• Attentive to details, proficient in accurate data entry, ability to identify discrepancies and to provide appropriate solutions or improvements.

• Proficient computer skills, specially MS Office Excel, and ERP (Navision).

• Very good communication skills, both verbal and written in French and English.

• Excellent planning, time management, and organization skills.

• Team player, adaptable and able to work in a multicultural team

• Motivated, dependable, reliable, resourceful and responsible

USEFUL INFORMATION:

Duration: one-year contract, renewable

Deadline for applications: 15/09/2020

Benefits: salary according to qualification and experience, meal vouchers, travel expenses support, DKV Hospitalisation insurance

Location: European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.
HOW TO APPLY:

Please send your CV and motivation letter in English to jobs@eun.org including “FINANCIAL COORDINATOR 08-2020” in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this position.

PLEASE NOTE:

- Interviews will take place as soon as possible either in Brussels or at distance.
- Due to the volume of applications, we regret to be able to only notify pre-selected candidates.