

European Federation of Hard of Hearing People is looking for a Finance and Administration Officer

EFHOH, or the European Federation of Hard of Hearing People, is a non-profit organization that represents the interests of hard of hearing people in Europe. EFHOH works to improve the quality of life for hard of hearing people by advocating for their rights and promoting equal opportunities in all areas of life. EFHOH is active in the fields of accessibility, education, employment, and social inclusion.

We are looking for a Finance and Administration Officer to support setting up new Secretariat in Belgium. Persons with disabilities are particularly encouraged to apply.

Job description: Finance and Administration Officer

You will work closely with the Core Leadership Team and have a key role in the operation of the Federation and its projects. As the Finance and Administration Officer you will handle financial administration, including financial management, provide support for the board of Directors as well as performing general admin tasks under the direction of the President.

Main Tasks:

- Financial transactions management: Handle invoicing, budgeting, accounting and reporting tasks related to finance.
- Strong English communication skills – both spoken and written
- Skilled in using Microsoft software, such as Outlook, Word and Excel.
- Administrative support for the organization: Help the organization run smoothly by coordinating administrative duties and procedures.
- Comfortable in communicating with external organisations
- Participation in the board and project meetings.
- Meeting and events coordination.
- Some international travel is needed

Candidate Profile:

- Relevant education in finance, accounting or administration preferred.
- Experience with financial management, accounting and invoicing.
- Good knowledge of administrative processes and systems.
- Strong communication and collaboration skills.
- Ability to work independently and in teams.
- Attention to detail in the execution of tasks.
- Experience in planning and coordinating events is an advantage.
- Ability to think creatively and show initiative

Workplace: Remote in Belgium

Working hours: 60% (3 days, flexible) until December 2024 with possibility of extension (subject to funding)

Remuneration: 24,000EUR/year gross for 3 days a week, lunch vouchers provided. The contract will be governed by the Belgian law

Application:

Send your CV and cover letter to lidia.best@efhoh.org with the subject line “Admin 2024”.

Deadline: **18 March**

Start date: **April 2024**

Contact information: For more information about the position, the interview process and reasonable accommodations please contact Lidia Best at lidia.best@efhoh.org