

Caritas Europa is the network of 49 Caritas organisations in 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of more than 160 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to fight poverty and social exclusion; and to promote true integral human development, social justice and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with people in need in order to transform society into a more just and inclusive civilisation. Caritas Europa promotes analysis, innovation and mutual learning.

With a view to further strengthen the network, the Caritas Europa Secretariat, based in Brussels is seeking to recruit a (m/f)

Finance and Administration Assistant

We are looking for a full-time, short term contract (9 months), Finance and Administration Assistant who will contribute to the overarching values, priorities and goals of Caritas in Europe and who will:

- Assist the unit and CE-S team in the daily financial work, ensuring that is accurate, transparent, complete and up to date;
- S/he will contribute to the preparation of the accounting records in accordance with internal and external regulation.;
- S/he will support the work of the unit in financial planning process for Caritas Europa and the Administration processes of Caritas Europa in general;
- S/he will support the financial reporting to EU or Grant leading partners;
- Contribute to ensure the security and proper storage of all administrative documents;
- Support the organisation of certain events;
- Support the other units, where appropriate, following a request by the relevant Unit Directors, and upon approval by the Finance and Administration Director;

The Finance and Administration Assistant, part of the F&A Unit, reports to the CE Finance and Administration Director.

Profile:

- Bachelor/Master in Accounting, Economics, Administration, Management, or related field;
- The working language is English and is thus a requirement for this position. Other language skills in particular French is an asset.
- Good interpersonal and communication skills;
- Reporting skills;
- Self-motivated, helpful and dedicated team player, able to take responsibility and initiative as part of a small, international and dynamic team;
- Client oriented;
- Good IT and computer skills in all Windows applications; knowledge of Winbooks is a strong asset

The Caritas Europa Secretariat promotes diversity in the team. It is committed to equal opportunities and will ensure that no applicant is discriminated against through a condition or requirement which cannot be objectively justified.

Starting date:

Flexible, ideally as soon as possible, likely beginning of October 2019

Our offer:

We offer a challenging experience in Brussels with the possibility to make a difference for people suffering from poverty and vulnerability and to contribute to the development of the European Caritas network, working in an international team. 9 months contract, part time can be discussed.

Please submit the following documents:

1. Motivation letter (max 1 page)
2. CV

By **September 8th 2019 23:59 Brussels time** to:

Secretary General, Maria Nyman: mnyman@caritas.eu and Finance and Administration Director, Luis Teixeira: lteixeira@caritas.eu, mentioning in the subject: “**Application for Finance and Administration Assistant**”.

We thank in advance all candidates who show their interest in this offer. First interviews with shortlisted candidates shall be held Mid-September onwards.