

Finance & Administration Manager - Brussels

For our client, a internationale NGO with the focus on the protection and conservation of wildlife and their environnement worldwide, we are looking for a driven and committed Finance & Administration Manager.

Why is this job something for you?

- you are part of a valuable organisation that really makes a difference in the world in terms of nature conservation.
- Within this international company there are possibilities for grow for people who show potential.
- In addition, you can count on an varied remuneration package and hybrid work possibilities.

What are you going to do ?

We are looking for an experienced Finance and Administration Manager to lead the team (4 people) responsible for maintaining the Europe and Central Asia Division's finances, accounting procedures, statutory obligations and human resource administration as well as for the smooth running of the office in Brussels, working closely with the Global Operations Team.

Specific tasks include:

- Drawing up a budget for the division.
- Financial reporting to management and board of directors
- Supporting the regional director on financial policies, procedures and people plan.
- Overseeing everyday accounting and monthly closing of books
- Managing your financial and HR administration team
- ...

Who are we looking for ?

- Master or Bachelor degree in finance/accounting
- Minimum 5 years of experience in Finance
- Knowledge of Belgian accountancy law
- Experience in leading teams
- Ability to make sense of complexity and communicate with clarity
- Fluency in English and French. Dutch is a plus
- Understanding of culture, experience of or desire to work for a non-governmental organisation.

Apply ?

This can easily be done by email on info@clearskyselection.be

For more information about this opportunity, you can always contact Koen Van Hoyer, manager at Clear Sky Selection on 0499-593046

If you apply, you agree to the privacy policy of Clear Sky Selection:

[https://www.clearskyselection.be/privacy-regeling.](https://www.clearskyselection.be/privacy-regeling)