



Vacancy Notice

ANEC is a not-for-profit international association, open to the representation of consumer organisations from 34 countries. Known informally as 'The European Consumer Voice in Standardisation', ANEC promotes and defends the collective European consumer interest in development of (technical) standards and their use, as well as in related European legislation and public policies. Its mission is to raise standards of protection and welfare for all consumers, regardless of age or ability. The detailed technical work is undertaken by a network of volunteer experts drawn from the countries of the ANEC membership, with the Secretariat (of about 10 people) in Brussels as the hub of the association. The European Commission and EFTA Secretariat are the principal sources of ANEC financing through annual Operating Grant Agreements.

We are recruiting a

Finance & Administration Officer

Appointment with immediate effect

A 60% to 100% FTE position (up to 37,5 hours per week) is foreseen.

Key Responsibilities

- **Financial Management**

- Managing internal and external expense claims and invoices, in line with the rules of the European Commission & EFTA;
- Processing and preparing financial forms for checking account balances, facilitating purchases, etc;
- Managing all logistical and contractual issues;
- Administering financial data in the ANEC accounting program;
- Updating financial spreadsheets with daily transactions;
- Preparing balance sheets;
- Tracking and reconciling bank statements.

- **Administrative support**

- Administrative support to the Senior Manager, Finance & Administration;
- Negotiation with local service providers, within the financial parameters;
- Routine office administration (filing, archiving, etc.);



ANEC is supported financially by the European Union & EFTA

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- Managing incoming and outgoing mail for the Senior Manager;
- Helping the Office Assistant and Administrative Assistant provide support to other ANEC colleagues as needed.

Profile

Qualifications

- Bachelor's degree (or equivalent) in accountancy & finance;
- At least 3 years of experience in finance or accountancy, ideally with a Belgian AISBL.

Skills and Knowledge

- Good knowledge of Belgian accounting and administration rules;
- Usual knowledge of WinBooks and Virtual Invoice;
- Experience of working with EU grants desirable;
- Results-oriented, accurate and able to problem-solve;
- Able to work under pressure and to tight deadlines;
- Attention to detail, with an ability to spot accounting errors;
- Experience in working with volunteers/non-profit organisations;
- Usual knowledge of Microsoft Office
- Excellent English; native level in French or Dutch (ideally, with very good command of the other language). Other European languages an asset

Interested?

Please email an **English-language CV** and **covering letter (with your salary expectations)** to arrive no later than **Friday 9 August 2019** to:

stephen.russell@anec.eu

ANEC offers attractive benefits and flexible working conditions.

Applicants must be in possession of the right to reside and work in the EU.

We regret applications from only short-listed candidates will be acknowledged.

Those who have applied for positions with us within the past 6 months will be considered automatically and need not reapply. Older applications are deleted in line with our implementation of Regulation (EU) 2016/679 on data protection.

We reserve the right to appoint candidates during the vacancy period.

A N E C - The European Consumer Voice in Standardisation

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