

Finance & Office Manager Application Pack

Closing Date	04/12/19
Interview Invites	06/12/19
Online Interview Date	10/12/19

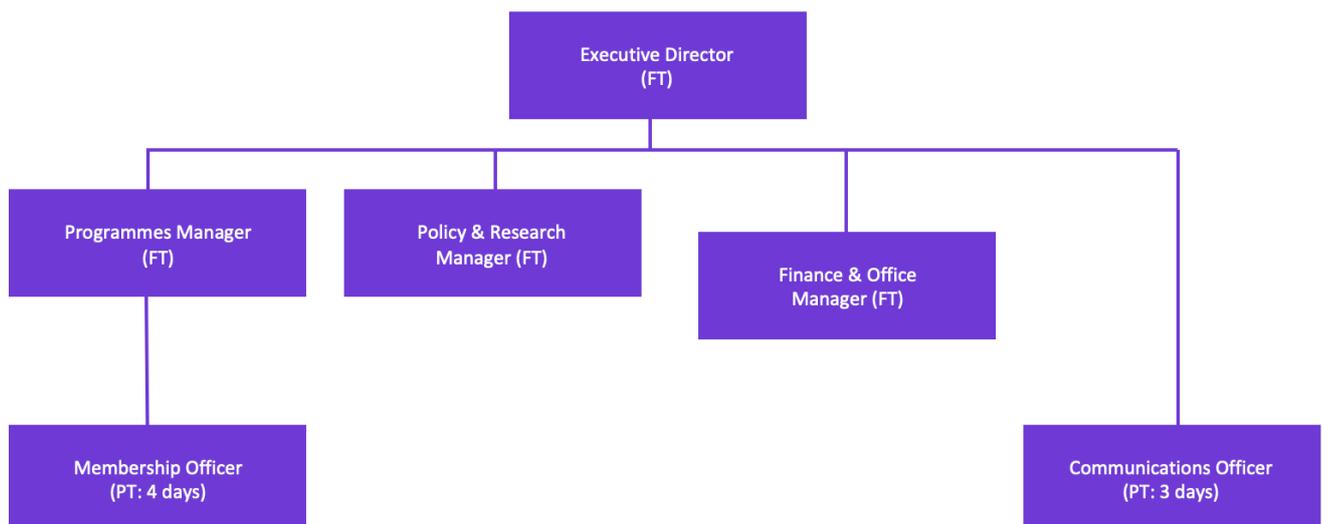
Introduction

IGLYO is the largest network of lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI) youth and student organisations in the world. As a youth development and capacity building organisation, IGLYO builds the confidence, skills and experience of young people to become leaders within the LGBTQI and human rights movements. We achieve this through a range of international conferences, events and workshops, as well as developing online training and resources. IGLYO's LGBTQI Inclusive Education Project aims to make schools safer and more supportive of LGBTQI learners by working with governments and civil society organisations to gather and monitor data, and to advocate for every young person's right to quality education. More information about IGLYO's work can be found at www.iglyo.com

Job Information

Job Title	Finance & Office Manager
Salary (Gross)	€2.850 per month + Prime de Fin D'année (1 month) + Double Pécule de Vacances (0,92% of 1 month)
Benefits	€7 lunch voucher for every day worked Monthly local travel subsidy Daily subsistence allowance for work outside of Belgium Additional annual leave between 25 -31 Dec
Working Hours	37,5 hrs per week
Holiday Entitlement	34 days (inclusive of public holidays)
Line Manager	Executive Director
Contract	Permanent

IGLYO Secretariat



Benefits

- Paid travel, subsistence and accommodation for work related meetings where necessary
- Annual holiday pay in accordance with Belgian regulations
- Meal vouchers (€7,00) for every full day of work

Who Can Apply?

Candidates **must be eligible to work in Belgium** at time of application, as IGLYO does not have the capacity to sponsor work visas.

IGLYO will not consider age, gender, sexual orientation, gender identity, sex characteristics, socio-economic status, ethnic identity, religious or political beliefs, (dis)ability or any other non-work-related criteria in the selection process.

IGLYO particularly welcomes applications from women, trans, and non-binary people. IGLYO also welcomes applications from individuals from an ethnic minority and/or who are under thirty years old.

How to Apply

Please read through the role description and personal specification contained within this pack, and if you match all the essential criteria, we invite you to complete our Online Application Form.

Selection Details

Candidates who are shortlisted will be notified by email and will be asked to attend an online interview. **Only shortlisted candidates will be notified, and unfortunately, we will not be able to provide feedback to unsuccessful applicants.**

The successful candidate will be expected to take up their post within two months, but an earlier start date is preferable.

Informal enquiries about the post can be sent to jobs@iglyo.com

Job Description

Finance & Office Manager

Strategic and managerial

- To lead on developing and implementing financial policies, procedures and controls for sound financial management and administration of IGLYO's assets and ensure effective management of financial resources
- To be responsible for accurate and timely financial reporting to IGLYO's multiple funders, in full compliance of the specific rules and requirements of each funding source
- To co-ordinate the preparation and submission of all evidence for the European Commission online portal in a timely manner.
- To work with the Executive Director to ensure accurate and timely preparations of IGLYO's annual budget, financial statements, and annual accounts, to be submitted to the appropriate statutory authorities including governments, auditors and accountants
- To oversee, approve, and maintain all financial accounting systems and to prepare cash flow statements and forecasts to ensure optimal operations
- To ensure effective internal controls are implemented and in compliance with applicable regulatory legislation for financial and tax reporting

Financial processing

- Process documents relating to activities and process receipts and payments in an accurate and timely manner, and ensure they are received in accordance with grantor rules and regulations.
- To code and enter all income and expenses into the accounting system
- Process and monitor all credit card, online payments, and petty cash transactions.
- Supply information to enable effective management control of income and expenditure of specific activities and to support organisational objectives.
- Code and extract information and maintain accurate cost centre budgets in order to provide comparisons of costs and income.
- Verify the accuracy and accordance of costs in relation to the allowability of expenses reported to external funders on a continuous basis
- Process and retain documents and evidence in accordance with grantor's rules and regulations.
- Assist with the various year end and annual audits and financial closes
- Identify discrepancies in income and payments and either resolve or refer to the Executive Director when outside own authority

Human resources

- Maintain accurate and timely payroll and employee documentation through retention and organization of documents.
- Compile employee time, production, and payroll data from time sheets and other records.
- Utilize and properly manage the external payroll providers to meet the needs of monthly payroll.
- Liaise with the external human resources provider to ensure access to employee benefits and compliance with law.
- Assist with recruiting and staffing practices when necessary

Office management

- Ensure the efficient day-to-day running of the office systems, supplies, technology and equipment
- Liaise with service providers, technicians and building administrators to ensure a good maintenance level of the premises.
- Liaise with IGLYO's various insurance providers
- Update all relevant legal documents, such as Moniteur Belge, when required
- Process incoming and outgoing correspondence and respond to enquiries, referring these to other staff, elsewhere within IGLYO or externally as appropriate.
- Provide an efficient and effective administrative service by implementing and monitoring systems and procedures
- Develop and implement systems to ensure that IGLYO's online filing system is well organised and maintained

Event and meeting logistics

- To book travel and accommodation for various meetings and events
- To liaise with host organisations and external providers to ensure that all event logistics are planned and managed well
- To prepare all documents and finances for meetings and events (attendance registers, daily subsistence forms, daily subsistence payments, model release forms, etc.)
- To collect and organise all relevant meeting and event evidence (boarding passes, receipts, invoices)

General

- To support the smooth running of the Secretariat
- To attend various events/meetings to provide administrative and logistical support
- To undertake other reasonable duties which may be required from time to time

*** IGLYO plans to hire a part time Administrative Assistant (3 days a week), who would be managed by this post, and assist with tasks related to event and meeting logistics and office management. The funding for this additional role will be confirmed by the end of November***

IGLYO also contracts an external Bookkeeper to provide advice and guidance on financial matters and to regularly review IGLYO's accounts.

Personal Specification

Area	Essential	Desirable
Experience	<ul style="list-style-type: none"> - Degree in book-keeping, business administration or similar (or equivalent experience) - A minimum of two years' experience of financial management of international funded projects - Experience of managing a large budget - Extensive experience of accounting software - Experience of office administration - Experience of developing and implementing sustainable financial policies, systems and procedures - Experience of preparing budgets, funding submissions, reports and returns to multiple grantors - Experience of maintaining financial records and preparing accounts - Experience of recording income and receipts; making and recording payments - Experience of recording and evaluating costs and revenues 	<ul style="list-style-type: none"> - Experience of using WinBooks - Experience of managing EU funding - Experience of preparing finances for an external audit
Personal Qualities, Skills & Knowledge	<ul style="list-style-type: none"> - Logical, well organised, with an acute attention to detail - Ability to use your own initiative and work autonomously - Ability to organise, plan and prioritise workload and work under pressure to meet tight deadlines - Excellent spoken and written English 	<ul style="list-style-type: none"> - Basic knowledge of French, Dutch or Flemish
Technical	<ul style="list-style-type: none"> - Excellent IT skills with extensive experience of using Microsoft Office & Google Drive 	<ul style="list-style-type: none"> - Experience of Wild Apricot or other membership database software
General	<ul style="list-style-type: none"> - Eligible to work in Belgium - Ability to relocate to Brussels and travel on an occasional basis - Ability to work flexibly, including often working irregular hours 	