Call for Financial Officer

Erasmus Student Network (ESN) is the biggest international student network in Europe, with over 530 local organisations (“sections”) active in Higher Education Institutions in 40 countries. ESN has been supporting student mobility since 1989 and has its international headquarters in Brussels.

As an international student and youth organisation, ESN is currently involved in several international projects, many of which involve a great deal of financial management and allotting staff working days on communication, research, policy/advocacy, and community engagement. This is combined with a number of internal projects and events that require sound financial management.

The international headquarters in Brussels is therefore looking for a Financial Officer, to start as soon as possible (the exact starting date is up for discussion). They will have a high level of responsibility in terms of ESN’s financial management, especially within externally funded projects.

For more information about ESN, see our Annual Report, where you can also see a section dedicated to our budget.

Job description

- Planning and controlling of the organisation’s Annual Budget, Financial Report, and internal and external auditing;
- Financial management of multiannual grants in the frame of the Erasmus+ Programme;
- Contribute to the AP & AR process, and overviewing the sub-ledger process;
- Submit ESN’s VAT, Income tax, and Intracommunautaire statements;
- Support ESN’s Director with payroll management of the staff
- Handling accounting from A to Z

Qualifications & Requirements

- Higher education degree, or an equivalent level of qualification, preferably in accounting, economics, business administration, or financial management;
- Experience in grant management with a focus on budget planning and management of public funding processes (in particular within the frame of the Erasmus+ Programme);
- Experience in accounting - at least 1-year experience in the field;
- Knowledge of ERP systems and use of Analytical Accounting, preferably Winbooks;
- Very good knowledge of Excel;
- Knowledge of general accounting of ASBL (non-profit organisations);
- Knowledge of Belgian VAT rules;
Highly valued

- Knowledge of the European-level education and youth policy (in particular the Erasmus+ Programme) and EU policy priorities (inclusion, environment, digitalisation, and democratic participation);
- Knowledge of the European institutions and other stakeholders related to education;
- Knowledge of ESN or experience in youth work and working with networks and/or volunteers;
- Experience with non-formal education and learning development;
- Know-how to translate communication objectives into messages suitable for web and social media;
- Understanding the processes of the Erasmus+ student mobility in higher education.

Terms and conditions

- Brussels (Belgium) based position: applicants need to have the right to work in Belgium before applying;
- Starting date: as soon as possible, exact day to be discussed at the interview;
- Full-time position (38 hours per week);
- One-year contract (prolongation depending on external funding);
- Salary 2400 EUR gross per month, plus a 13th and 14th month;
- Meal vouchers
- Public transportation in Brussels partially covered;
- Beneficial health insurance included;
- Casual, friendly work environment;
- Access to further training (congé éducation) on working time;
- Flexibility with working hours and willingness to work occasionally on weekends;
- Occasional travel for project meetings and events abroad.

Please note: We are currently operating in a hybrid format, combining office work and teleworking. The selected candidate is however expected to work from the Brussels HQ.

Expected starting date: Flexibility can be applied, but preferred between 15th of January 2022 to 1st of February 2022.

In order to apply, please fill in the application form [link] and send it together with a CV to applications@esn.org. Deadline for the application is the 12th of December, at 23:59 Brussels time. Applicants may be invited to do a test in connection with the interview. Only complete applications will be considered.
Pre-selected applicants will be contacted and invited for an interview, tentative dates in the week of 13th to 17th of December 2021.

For more information on ESN, please visit our website esn.org. For information about the position, please contact director@esn.org.