



FINANCE MANAGER

Are you ready to play a pivotal role in ensuring the efficient and strategic management of our resources to support our members?

Why work for ETF?

- Be to be the voice of over **5 million transport workers** from more than **200** transport unions across **38 countries** **200 +** Transport Unions in **38 countries**
- Promote **equal opportunities** and **foster solidarity across borders**
- Champion the cause of **Fair Transport**
- Uphold and advance core **trade union values**

Function

Accounting and financial operations

- Oversee all aspects of accounting, including processing invoices, reimbursement forms, credit card statements, and bank transactions
- Manage the issuance and follow-up of **affiliation fee invoices** in collaboration with the Administrative Supervisor
- Handle **supplier** payments, **payroll document bookings**, and the **annual closing of accounts**
- Issue and manage **invoices for other partners** as needed

Controlling and Compliance

- Lead the **budgeting process** in collaboration with the Head of Operations
- Manage budgeting and financial reporting for **EU co-funded projects**
- Provide regular **financial reporting** to ETF Executive Committee, Sections, Committees, and Departments and follow-up on **variances between actuals and budget**
- Prepare and submit quarterly **VAT returns** and address specific **VAT questions** along with other statutory requirements (IPM, Patrimonial tax, Client's list for VAT)

Financial Management and Audit Coordination

- Coordinate both with **lay auditors** and **external auditors (BDO)** to streamline the audit process, ensuring cost-effectiveness and adherence to deadlines
- Enhance the **internal control system** by introducing efficient control documents and procedures
- Conduct **cost analyses** and propose costs-saving measures
- Develop and maintain **financial control systems and processes** to ensure compliance with statutory requirements and the efficient management of organisational finances



Profile

- **Bachelor degree** or **equivalent experience in A-Z accounting**
- Expertise in **controlling** and **project management**
- Proficient in **Winbooks, Isabel, and MS Office**
- Strong **organisational and communication** skills with a keen eye for detail
- Able to exercise **discretion, judgement, and initiative** to suggest and implement process improvements
- Fluent in **English and Dutch or French** (spoken and written), with knowledge of additional languages being an advantage
- Adaptable to **new** challenges and **able to work independently** on specific dossiers
- Excellent **time management** skills with the ability to prioritise multiple tasks
- Strong **networking** skills, maintaining **positive relationships** with colleagues, affiliates, and other stakeholders

Offer

- **Competitive Salary** with **additional allowances** (representation allowance, internet at home, meal vouchers, seniority bonus, mobile phone + subscription, laptop, group insurance, hospitalisation insurance incl. Discounted rate for family, full public transport reimbursement)
- **Multicultural working environment** within a team of 22 colleagues
- **Flexible working hours** with the option for a **34-hour week or part-time work**
- Up to **2 days** of teleworking per week
- **Permanent** contract
- **25+ days** of paid Holidays
- Regular **team meetings**, one-on-one **coaching**, trainings with **external experts, yearly development reviews**, and **team building** events
- Opportunities for **European travel** (2 to 3 times per year)

Hiring process

- First Interview online with an **External Interviewer**
- 2nd Interview in person with **Livia Spera (ETF General Secretary), Josef Maurer (Head of Maritime and Operations, your future line manager)** and **ETF external auditor**
- Travel costs for non-Brussels based applicants will be covered within a reasonable amount
- Final decision within **a week** of the second interview

Application procedure

We invite any interested candidate to send a CV and a short motivation letter in English to Josef Maurer, ETF Head of Maritime and Operations, at hr@etf-europe.org by 13 September 2024. Only applications sent by e-mail will be considered.

Brussels, 19 August 2024