



International Federation of Organic Agriculture Movements – EU Regional Group

The IFOAM EU Group is looking for

Financial and legal officer

To apply for this position you are requested to fill in our application form and send it back to: info@ifoam-eu.org - *Please use only the IFOAM EU application form*

*The application deadline is **Tuesday, 3 October 2010***

JOB TITLE: Financial and legal officer

RESPONSIBLE TO: IFOAM EU Group Director

JOB PURPOSE

To manage IFOAM EU books, to keep an official track of company spending and income, to establish appropriate financial reporting system and to ensure that the organisation complies with legal requirements in the area of employment and financial procedures.

KEY TASKS

1. Day-to-day finance/bookkeeping

- Support the day-to-day operations in the full spectrum of accounting services, including accounts payable, accounts receivable, application of cash receipts, accounts reconciliation, billing, monthly closing of accounts, bank reconciliation, preparation of management reports, consolidation, forecasting, year-end closing of accounts, balance sheets
- Maintain records of core funding contracts, project budget allocation, and project-specific expenditures
- Prepare financial reports in accordance with the terms and conditions of donor contracts to national and international donors, e.g. the European Commission and EU foundations
- Implement financial policies and procedures and facilitate initiatives to improve workflow and streamline financial processes to enhance efficiency and productivity;
- Ensure transactions are properly recorded and entered into the computerised accounting system. Maintain the computerised accounting system and financial files and records
- Completing VAT returns and tax forms
- Assist with the annual audit
- Establish and maintain supplier accounts and processes supplier invoices
- Verify, allocate, and post details of business transactions to subsidiary accounts in journals or computer files from documents, such as membership fees, invoices, receipts, check stubs, and computer printouts
- Prepare invoices, check company bank statements, prepare cash flow statements, deal with financial paperwork and filing
- Ensure security for all credit cards, online banking procedures and verify charges
- Maintain confidential employee files and administer employee files and records in order to ensure accurate payment of benefits and allowances

2. Financial reporting and controlling

- Assist with preparation of yearly budget
- Develop monitoring and reporting system for income and expenditure
- Monitor liquidity of the organisation and assist in liquidity planning including cash-flow forecasting
- Prepare monthly financial statements, quarterly reports and report on variances
- Compile reports to show statistics such as cash receipts and expenditures, project income and expenditure, accounts payable and receivable, profit and loss, and other items pertinent to operation of business to easily monitor work in progress and availability of funds
- Establish routines for reminding clients and members of outstanding payments
- Keep the membership database about all members and the respective membership fee amounts updated to allow immediate contact and invoicing
- Prepare, review and file payroll summaries, journals and reports

3. Legal advice

- Ensure that all legal requirements regarding employments are fulfilled
- Ensure that all necessary insurances for employment, building etc. are up-to-date and accurate
- Develop standard forms for contracts and subcontracting
- Provide general legal advice to director
- Advise director in benefit payments, salary calculations & developments, pension schemes, etc.

PERSON SPECIFICATION

JOB TITLE: **Financial and legal officer**

Education & Qualifications

- Educated to higher level education or equivalent

Experience - Essential

- Professional experience in financial accounting or similar experience
- At least one year work experience
- Fluent in English
- Experience in a variety of IT applications including Word, Excel, PowerPoint and databases

Experience - Desirable

- Experience in other non-governmental organisations in the area of food/agriculture/environment
- Other languages, in particular French or Dutch
- Sympathy for the organic food and farming movement

Skills

- Good in maths and with numbers
- Precision, thoroughness and attention to detail
- Good verbal and written communication skills in English



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- Preferably good verbal and written communication skills in French
- Ability to perform the tasks and activities outlined in the job description
- Accounting and bookkeeping skills

Personal Attributes

- Empathy with the aims and objectives of the IFOAM EU Group
- Able to work on own initiative and as part of a team
- Able to work under pressure and to deadlines
- Ability to communicate with pan-European partners
- Stress-resistant
- Meticulous, with good attention to detail
- Flexible to adapt to special working
- Honest and trustworthy
- Demonstrate sound work ethics

CONDITIONS OF EMPLOYMENT

Part-time (3d to 3.5d/week) based at the IFOAM EU office in Brussels. Gross salary according to average salaries of Brussels-based NGOs, subject to qualifications and experience, plus meal vouchers/other net incomes. Employment period: unlimited with trial period of 6 months

Starting date: End 2010/Beginning 2011