



Seas At Risk is looking for a

ACCOUNTANT/FINANCE OFFICER (FULL-TIME UNDETERMINED PERIOD CONTRACT)

Seas At Risk (SAR) is an umbrella organisation of environmental NGOs from across Europe that promotes ambitious policies for marine protection at European and international level. We represent over 30 member organisations in 15 different European countries. The SAR Secretariat comprises of 12 staff members. We are a diverse team but share a passion for the ocean. We are currently working on different policy areas such as biodiversity, sustainable seafood production, plastic pollution, deep sea mining, clean shipping, and renewable energy at sea.

More information at: www.seas-at-risk.org.

Purpose of the job

Seas At Risk is looking for an Accountant/Finance officer to reinforce its operations team, reporting directly to the Operations Director.

Main responsibilities

- Recording and monitoring of accounting operations (incoming and outgoing invoices, analytical accounting, credit cards, bank statements, payroll accounting).
- Preparing outgoing invoices and coordinating membership fees invoices.
- Validation of financial documents and proceeding payments.
- Assistance in grants/contracts management
- Participation in periodic financial control and reporting
- Participation in preparation of annual accounts
- Assisting in other operations tasks when necessary

Qualification, experience, knowledge, Competences

- Bachelor's degree in accounting or finance.
- Minimum 3-year experience in a similar position, preferably in a non-profit environment, or as sole accountant (A to Z management).
- Good knowledge of accounting legislation and Belgian accounting standards.
- Good knowledge of accounting software; knowledge of Winbooks software is a plus.
- Good knowledge of English is a must.
- Experience in (EU) Project Financial management is a plus.
- Sharp organisational skills and high-level of accuracy.
- Excellent analytical/numerical skills and can-do attitude
- Solid IT competences (especially MS Excel, Word, office 365 and Google Docs).
- An eye for detail, can work independently but also a team player.
- Ability to handle pressure and deadlines.

What we offer

- Seas At Risk offers the opportunity to work in a growing non-profit organisation with a stimulating, informal, flexible, and multicultural working environment.
- The post is based in Brussels, full time, with contract of indeterminate duration, competitive salary package, to start as soon as possible.

How to apply

Send the following to secretariat@seas-at-risk.org with in the subject line 'Accountant/Finance Officer – your name':

- A short motivation letter.
- A detailed Curriculum - vitae
- Contact details of two referees

Deadline for applications: 30th June 2021. The first round of interviews is expected to take place in the 2nd week of July.

Please note that due to the volume of applications expected, only candidates selected for interview will be contacted. Thank you for your understanding.

SAR is an equal-opportunities employer.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process in case other vacancies that could fit their profile open.