Seas At Risk is looking for a

**JUNIOR FINANCE OFFICER (FULL-TIME)**

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 16 different European countries. The SAR Secretariat comprises of 14 staff members and several interns. We are a diverse team but share a passion for the ocean. We are currently working on different policy areas such as biodiversity, fisheries, plastic pollution, deep sea mining, clean shipping, and renewable energy at sea. More information at: [www.seas-at-risk.org](http://www.seas-at-risk.org).

**Purpose of the job**

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

**Main responsibilities**

- Process project related invoices and expenses claims.
- Project related accountancy control and other project related financial tasks
- Project grants/contracts management.
- Participation in periodic financial control and reporting, preparing financial reports for different projects.
- Participation in preparation of annual accounts.
- Assistance in annual audit preparation.
- Assistance in other operations tasks when necessary
Qualification, experience, knowledge, Competences

- Minimum Bachelor’s degree.
- Relevant experience is a plus.
- Sharp organisational skills and high-level of accuracy.
- Excellent analytical/numerical skills and can-do attitude.
- An eye for detail, can work independently but also a team player.
- Ability to handle pressure and deadlines.
- Solid IT competences (especially MS Excel, Word, Share points, etc.).
- Good knowledge of English is a must.
- Experience in (EU) Project Financial management is a plus.
- Some knowledge of accounting principles and software.
- Knowledge of Winbooks software is a plus.
- Knowledge of accounting legislation and Belgian accounting standards is a plus.

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 ‘Junior Finance officer – your name’:
- A short motivation letters
- A detailed Curriculum - vitae
- Contact details of two referees

Deadline for applications: 20th March 2022 at 24:00. The first round of interviews is expected to take place in the last week of March 2022.

Start Date: We would like candidates to be ready to start as soon as possible.

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.