



## Seas At Risk is looking for a

### FINANCE OFFICER (FULL-TIME TEMPORARY POSITION)

Seas At Risk (SAR) is an umbrella organisation of environmental organisations from across Europe, working together to ensure that life in our seas and oceans is abundant, diverse, climate resilient, and not threatened by human activities. Our mission is to promote ambitious policies for marine protection at European and international level. With over 30 members representing most European countries, Seas At Risk speaks for millions of citizens that care deeply about the health and well-being of seas and oceans.

Headquartered in Brussels, Seas At Risk has strong connections with the European institutions and with the UN and regional bodies responsible for seas and oceans, as well as with other like-minded organisations in Europe and around the world. This, together with our expertise and solid membership base, makes Seas At Risk a powerful voice, championing the cause of healthy seas and oceans for over 30 years.

The SAR Secretariat currently comprises 17 staff members and 1 intern. We are a diverse team but share a passion for the sea. We are currently working on issues as diverse as marine protected areas, fisheries, deep-sea mining, shipping, marine litter, and EU-level marine environment policies.

More information at: [www.seas-at-risk.org](http://www.seas-at-risk.org)

### Purpose of the job

SAR is looking for temporary Finance Officer to reinforce its operations team, to start asap until June 2023, reporting directly to the Operations Director.

### Main responsibilities

- Assisting in recording of accounting operations (incoming and outgoing invoices, analytical accounting, credit cards, bank statements).
- Validation of financial documents (invoices, reimbursements, and Credit card bills).
- Preparing draft project financial reports.
- Participation in periodical financial control and reporting
- Participation in preparation of annual accounts
- Assisting in other operations tasks when necessary

## Qualification, Experience, Knowledge

- Bachelor's in accounting or finance.
- Minimum 2-year experience in a similar position, preferably in a not-for-profit environment
- Good knowledge of English is a must.
- Sharp organisational skills and high-level of accuracy.
- Excellent analytical/numerical skills and can-do attitude.
- Solid IT competences (especially MS Excel, 4 Word, and Google Docs).
- An eye for detail, can work independently but also a team player.
- Ability to handle pressure and deadlines.
- Experience in (EU) Project Financial management is a plus.
- Knowledge of accounting legislation and Belgian accounting standards is desired.
- Knowledge of accounting software, especially knowledge of Winbooks software 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 successful candidate will have a full-time contract until June 2023, with a competitive salary package. The post is based in Brussels

## How to apply

Send the following to [secretariat@seas-at-risk.org](mailto:secretariat@seas-at-risk.org) within the subject line 'Finance Officer – your name':

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

**Applications are reviewed on a rolling basis. Therefore, candidates are encouraged to apply at their earliest convenience.**

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

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| SAR is an equal-opportunities employer. |
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