



Seas At Risk is looking for a

Intern: Finance and Admin Assistant (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 15 different European countries. The SAR Secretariat comprises of 25 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 a Finance and Admin Assistant intern to reinforce its operations team, reporting directly to the Operations Director.

Main responsibilities

- Assistance in cost control, validation of reimbursements, Mastercard etc.
- Assistance in accounts checking.
- Drafting project or donor financial reports.
- Financial administration: Copying, filing, scanning, and archive, etc.
- Participate in quarter financial control.
- Assistance in annual audit preparation.
- Assistance in other financial tasks when necessary.
- Logistic or other admin support when needed.

Qualification, experience, knowledge, Competences

- Minimum bachelor's degree or relevant experience.
- An eye for detail, can work independently but also a team player.
- Ability to handle pressure and deadlines with a can-do attitude.
- A fast learner.
- Sharp organisational skills and high-level of accuracy.
- Solid IT competences (especially MS Excel, Word, Sharepoint, etc.).
- Good knowledge of English is a must.
- Experience in EU Project operations tasks is a plus.
- Knowledge of Winbooks 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, start with 6 months, can be possibly extended to one year.
- Fixed monthly compensation 1300€, with monthly home working allowance (165€), meal vouchers (8€/day) and monthly transport compensation.
- Training and possibility to expand role.
- Hybrid working: Office working combined with home working.

How to apply

Send the following to secretariat@seas-at-risk.org with in the subject line

'Intern: Finance and Admin assistant – your name':

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

Deadline for applications: 31st May 2023 at 24:00. The first round of interviews is expected to take place in the 3rd week of June.

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.