

## Financial and Administration Manager European Food Banks Federation (FEBA)

The European Food Banks Federation (FEBA), a European non-profit organization based in Brussels, wishes to appoint a Financial and Administration Manager.

FEBA, which was established in 1986, is a membership-based organization and works in collaboration with 24 Full Members and 5 Associate Members in European countries. It represents its membership at European and international level; supports and strengthens food banks in Europe by providing training, sharing best practices, and developing partnerships; fosters the creation of new food banks in countries where it is needed.

FEBA brings together 421 Food Banks and branches which are committed to fight against food waste and to feed the most deprived. In 2018 Our members provided 781,000 tons of food – equivalent to 4.3 million daily meals – to 9.3 million most deprived people through 45,700 charitable organizations thanks to the professionalism of 31,700 co-workers (85% volunteers).

For further information about FEBA please visit: [www.eurofoodbank.org](http://www.eurofoodbank.org)

FEBA is looking for a Finance and Administration Manager (m/f) who will contribute to the overarching values and goals of FEBA and will deal with specific tasks related to Finance and Administration.

The Financial and Administration Manager works under the supervision of and in close cooperation with the Secretary General.

### Responsibilities

- To take care of the daily financial work, ensuring that it is accurate, transparent, complete and up to date, and to maintain the financial health of the organization;
- To plan and implement administrative procedures and systems;
- To achieve financial objectives by anticipating requirements, submit information for budget preparation, schedule expenditures, monitor costs, analyze variances;
- To prepare reports on financials status, in accordance with internal and external regulation;
- To support the financial reporting to EU or Grant leading partners;
- To control income, cash flow and expenditure;
- To monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints;
- To prepare documents and send them out to suppliers and partners.

### Qualifications and experience

- University degree, or equivalent title, preferably in the field of Accounting, Economics, Administration, Management or related areas;
- Excellent written and spoken English and French. Knowledge of additional language(s) would be an asset;
- Have good negotiation, listening and anticipation skills;

- Experience in project management, especially EU-funded projects, and budgeting and financial reporting;
- Experience in the non-profit sector would be an asset.

### **Skills and competences**

- Structured, very well-organized, detail-oriented, able to multi-task;
- Capacity to work independently and proactively as well as in team;
- Good written and spoken communication skills;
- Excellent interpersonal skills;
- Capacity to work under pressure and respect deadlines;
- Capacity and interest in working in a non-profit, international, and multicultural environment;
- Good IT and computer skills in all Windows applications; knowledge of Winbooks is a strong asset;
- Reasonable flexibility in working time;
- Have strong ethics integrity and adherence to the mission of the FEBA.

### **Starting date**

Flexible, ideally as soon as possible, likely beginning of September-October 2019.

### **Our offer**

The position is based in Brussels, part-time (2-3 days/week) permanent contract with a trial of 6 months.

### **How to apply for this position**

Please send the following:

- A cover letter (maximum 2 pages) in English explaining why you are interested in this position, how you correspond to the skills and competences required, your motivation and your salary indication;
- A curriculum vitae in English.

Please send your application by email to [info@eurofoodbank.org](mailto:info@eurofoodbank.org) with the subject line: "FEBA Financial and Administration Manager – Your Name" by **13 September 2019**.

All candidates will be informed whether they are invited for an interview.