



## RECRUITMENT OF A FINANCE AND ADMINISTRATION MANAGER

### About the European Food Banks Federation

The European Food Banks Federation (FEBA) is a European equal opportunities non-profit organisation based in Brussels and wishes to appoint a Finance 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 335 Food Banks which are committed to fight against food waste and to feed the most deprived. In 2020 our members provided 860,000 tonnes of food to 12.8 million most deprived people through 48,126 charitable organisations thanks to the professionalism of 37,016 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, reporting to the Secretary General, will contribute to the overarching values and goals of FEBA and will deal with specific aspects and duties related to Finance Management and Administration.

The Finance and Administration Manager will have the opportunity to work in a European multicultural and stimulating environment contributing to making a positive impact on our society. He/she will be a key part of FEBA's growth and exciting future strategy making a tangible impact on food waste prevention and food insecurity reduction in Europe.

### 1. Person specifications

The incumbent is possibly a chartered accountant familiar with Belgian and European Union accounting, tax, legal, financial, and social matters.

He / She must be able to have an opinion on all topics dealing with finance and administration that affect the organisation and assist in decision-making.

Ideally, the incumbent is at the same time an expert, a coach, an advisor, an auditor, and a member of FEBA's Team who helps it to drive his strategy, his critical eye, etc.

### **Experience**

- Accountant fully qualified. Essential.
- + 5 years of experience in accounting and administration. Essential.
- Preferably already based in the Brussels region.
- Evidence of continued professional development. Essential.
- Experience of change management including culture and systems/process change. Desirable.



- Experience in administration, management, and reporting practices regarding grants of the European Union. Highly desirable.
- Excellent knowledge of charity law, tax, fundraising and accounting regulations. Desirable.

### **Competencies and behaviours**

Ideally, this person will demonstrate seriousness and excellent manners, causing feelings of respect and trust in and from others. He/She will be an impressive ambassador for FEBA.

- Excellent people and management skills.
- Impactful and persuasive communication skills.
- Ability to manage budgets.
- Structured, very well-organised, detail-oriented, hands-on person capable to multi-task.
- Ability to think and plan strategically for organizational and project resources.
- Capacity to work independently and proactively as well as in a multicultural team and network. Pro-active in building cross-departmental collaboration.
- Excellent written and spoken English and French. Knowledge of additional language(s) would be an asset.
- High level of digital literacy, in particular Microsoft 365 and Zoom. Knowledge of Winbooks is a strong asset.
- Capacity to work under pressure and respect deadlines.
- Capacity and interest in working in a non-profit, international, and multicultural environment.
- Strong ethics, integrity, and adherence to the mission of the organisation.

### **2. Responsibilities**

The incumbent will be entrusted

- To take care of the daily accounting and administrative work, ensuring that it is accurate, transparent, complete, and up to date, and to maintain the financial and accounting health of the organisation.
- To supervise the preparation of and analyse management accounting information that meets the expectations of different users (Board of Directors, Secretary General, FEBA Team) with flexibility and readiness to learn and adapt.
- To develop and maintain suitable and low risk investment plans to maximise the return on FEBA's surplus funds.
- To review financial, procurement and other internal controls.
- To develop and manage in close co-operation with the Secretary General, the administrative and financial planning process in harmony with the organisation's strategy.
- To monitor performance against these plans to ensure the adequate use of FEBA's funds, which are mainly in EUR but also foreign currencies (USD, GBP, etc.).
- To support the Team in the financial reporting to EU or Grant leading partners.
- To provide the Secretary General and the Board of Directors with any financial / organizational information related to proposed courses of action to contribute and facilitate a decision making.



- To lead, manage and develop personnel under his / her supervision to deliver the effective service expected.
- To advise on the effective development of a strategy for governance and implement it in consultation with the Board of Directors and the Secretary General.
- To ensure that financial reports for the Board of Directors and the Secretary General are produced timely.
- To develop and maintain the operational risk register.
- To oversee the administration of staff payrolls, welfare, and other benefits.
- To support the Board of Directors in the delivery of an investment strategy that has been agreed at Board level.

This is not an inclusive or exhaustive list. Its purpose is to provide a broad outline of the role within which the changing needs of FEBA's work, and annually set objectives, can be accommodated.

### **Our offer**

Full-time 6 months contract with the possibility to become a full-time permanent contract after the first 6 months. This is negotiable. Proposed employment cost for a full-time appointment: ca € 50.000,00 per year.

Applications for this position – a CV and a motivation letter – should be sent to [info@eurofoodbank.org](mailto:info@eurofoodbank.org) with the subject line: "FEBA Finance and Administration Manager – Name and Surname".

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