

## Head of Finance and Operations Support

- Location: **Brussels**
- Status: **Permanent contract**
- Application deadline: **12 June 2020**
- Start: **27 June 2020**



### Our organisation

Established in Brussels in 1992, Avocats Sans Frontières (ASF) is an international NGO specializing in defending human rights and access to justice. Our principal mission is to assist people, particularly those in a vulnerable situation, to become emancipated by demanding and asserting their rights.

From Kinshasa to Tunis, from Jakarta to Kampala, our teams inform people about their rights, help civil society and lawyers to provide them with better assistance, and promote legislative reforms designed.

### Function

As head of finance and operations support, you are responsible for the management of projects and of material and financial resources for the organisation. You contribute to ASF's development and global strategy by developing a solid financial strategy. You coordinate the finance and operations team in Brussels.

You work under the responsibility of the General Director and collaborate closely with the knowledge management team, human resources and country offices directors.

### Responsibilities

- In charge of the development of policies and procedures to guarantee the efficient management of projects and financial and material resources
- In charge of developing a financial strategy for the organisation
- In charge of the administrative and financial management of the organisation
- In charge of the training and support of ASF's teams to help them adopt the relevant procedures and use the right tools
- In charge of developing a risk management policy and a procedure for identifying, monitoring and dealing with risks
- In charge of the organisation integrity policy
- Participates to board of directors meetings when required
- In charge of relations with auditors, banks and funders

## Required profile

The ideal candidate has:

- Higher education in financial management and strategy
- 5 years of experience minimum in charge of financial and administrative management
- Experience in NGOs and international cooperation
- A good knowledge of institutional funders' procedures
- A good knowledge of international accounting standards and financial analysis
- Experience in financial strategy
- Experience in risk management
- The possibility to travel to support local teams in ASF's countries of intervention
- Perfect knowledge of written and spoken French and English
- A good knowledge of project cycle management

## Researched qualities

- Is capable of developing and implementing financial strategies adapted to the organisation context
- Has good interpersonal skills
- Is capable of supporting the development of individual and collective competence and skills
- Is proactive ; likes to innovate ; animates and rallies teams around a common goal ; is capable of working in team and remotely; Is rigorous

## We offer

- A permanent contract
- A monthly gross salary between 3.968,71 € and 4.336,72€ depending on experience
- 8 € meal vouchers
- Hospitalization insurance for you and your family
- A position with an important space for initiative in a dynamic and multicultural organisation

## How do I apply ?

Thanks for sending your resume, motivation letters and availabilities to [job@asf.be](mailto:job@asf.be), mention **«Head of Finance and Operations Support»** as object, before **12 June 2020**.

For human resources reasons, only preselected candidates will be contacted by ASF. Thank you for understanding.