

Operations and Finance Support Officer

- Place: **ASF's headquarter (Brussels)**
- Contract: **Fixed-term contract until 31 December 2021**
- Application deadline: **6 june 2021**
- Start: **As soon as possible**



Our organisation

Avocats Sans Frontières (ASF) is an international non-governmental organisation created in Belgium in 1992. ASF specialises in the development of projects to promote and support access to justice, the realisation of human rights and the rule of law in post-conflict and/or development countries.

ASF has permanent offices in the Democratic Republic of Congo, Uganda, Tunisia, Morocco, Indonesia and the Central African Republic.

Function

As an Operations Support Officer you will ensure the proper administrative, financial, logistical, security and project management of the countries under your supervision. You will be the main contact person for the field teams for all issues related to these management areas.

The position reports to the Head of Operations Management in Brussels.

Tasks

1. Management of country offices

Finances/Accounting/Audit

- ✓ He/she checks the country accounts on a quarterly basis and prepares a management report for the Country Director and the Administration-Finance-Logistics (AFL) Manager. He/she supports the local financiers in the annual accounting closing process.
- ✓ He/she supports the financiers and country directors in the elaboration of the financial strategy and in the monitoring of the good budget coverage of the country office.
- ✓ He/she monitors the implementation of audit recommendations in the Country Offices for which he/she is responsible.

Administration et logistics

- ✓ He/she is in charge of the logistical aspects of the international consultants' missions in the country offices.
- ✓ He/she participates in the recruitment of AFL teams in the countries and is in charge of the training of new AFLs recruited in the country offices.

Sécurité

- ✓ He/she supports the country offices in the development of their security plan.
- ✓ He/she supports the country teams in their contextual and risk analyses.
- ✓ He/she supports the countries in the implementation of their contingency plans.

2. Support in project management

- ✓ He/she supports the country teams in the development and management of projects, particularly in respecting and complying with the rules of donors and ASF's internal rules.
- ✓ He/she advises and strengthens the staff of the offices in terms of project management methodologies/tools. He/she supports the "value for money" approach of the organisation's actions in the transformation of inputs into outputs.
- ✓ He/she ensures that lessons learned in project and contract management are disseminated within the organisation and, if necessary, integrated into the reference documents.
- ✓ At the level of partners, he/she supports the creation and implementation of partnership agreements by ensuring that donor / BSO procedures are respected.

Desired profile

The ideal candidate has:

- A higher education preferably in economics, finance, accounting or management (Master level)
- Bilingual French-English, both written and spoken
- A minimum of 3 years relevant professional experience in a management control function
- Has regular availability to carry out support missions in the country offices
- Experience in international project management (Asset)
- Experience in the field and/or in NGOs/cooperation (Asset)
- Experience in supporting local partners and in team management (Asset)

Other skills

- A very good knowledge and practice of double-entry bookkeeping / accounting software
- Has a good command of Office softwares
- Has a real capacity to listen and good interpersonal skills
- Demonstrates analytical skills and a spirit of synthesis, autonomy in his/her work and resistance to stress.
- Takes initiatives, has a sense of responsibility, is a teacher and is rigorous.

We offer

- Full-time fixed term contract (38h/week).
- A gross salary from 3.331 € to 4.020 € depending on experience.
- Daily 8 € meal tickets + telework indemnity
- An attractive policy of recuperation of days spent on mission.
- A position with a lot of room for initiative within a dynamic organisation with a multicultural dimension.

To apply

Thank you for sending your cover letter, CV and availabilities at job@asf.be, with the mention «**Operations and Finance Support officer**» en object, before **6 june 2021**.

Applications will be processed as they are received. Because of limited human resources, only pre-selected candidates will be contacted by ASF. Thank you for your understanding.