

Operations and Finance Support Officer - BRUSSELS

- Place: **Brussels**
- Contract: **permanent contract**
- Application deadline: **18 July 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.

Scope of position

As Finance and 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 for the field teams for all matters related to these management areas.

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

Function

The Finance and Operations Support Officer is responsible for supporting and advising on the implementation of the organization's operations.

The Finance and Operations Support Officer will supervise the proper operational management of the missions under his/her responsibility. To this end, he/she supervises

- the proper application of ASF procedures, in particular accounting and procurement
- the proper execution of the support and program budgets
- the updating of security plans

In addition, he/she supports the development of new programs/geographical contexts.

He/she ensures the development and proper use of resources as well as the implementation of the processes involved in the different areas of operations management.

He/she ensures the quality of information conveyed within the organization in order to optimize management decisions and to continuously improve the level of internal learning and accountability to beneficiaries, donors and partners.

Tasks

In ASF's organisational model, which is based on collaborative work, every function contains tasks that are "recurrent" and others that are carried out in "project mode".

Within the framework of its recurring tasks, the exercise of responsibility is understood as the following:

- To be responsible for the quality of the processes developed in his/her function and for their proper implementation (individual responsibility).
- Responsibility for achieving objectives and results requires the intervention of other people and functions, and is a collective responsibility, exercised at the level of general coordination.

Recurring tasks are as follows:

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 Head of Operations and Finance in Brussels.
- ✓ He/she supports the AFL in the annual accounting closing process and ensures the smooth running of the closing for the countries for which he/she is responsible.
- ✓ He/she supports the AFL teams and Country Directors (CD) in the elaboration of the financial strategy and in the monitoring of the good budget coverage of the mission (including the existence of co-financing plans).
- ✓ In order to minimize the risk of losses, especially for foreign exchange, he/she checks the cash flow by optimizing international transfers.
- ✓ He/she meets regularly with the CD and the AFL manager to analyze the financial risks and propose possible solutions/alternatives. He/she follows up the implementation of the auditors' recommendations in all Country Offices.

Administration et logistics

During the opening and closing of ASF offices, he/she supports the team in all administrative aspects (registration, country approval, supplier agreements and contracts).

- ✓ He/she is in charge of the logistical aspects of the consultant's and ILN's missions in the country offices.
- ✓ He/she is in charge of the publication of consultant advertisements.
- ✓ Occasionally, he/she participates in certain selection committees for the purchase of goods and services (depending on the amounts involved) and supports the proper maintenance of country inventories.
- ✓ 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.
- ✓ He/she participates supports the Country Directors at the end of contracts and during restructuring phases.

Team management and human resources

In close collaboration with the Human Resources Officer and the Country Directors, participates in the recruitment of the managerial teams of the support departments.

- ✓ He/she supports, in close collaboration with the HR Officer, the HR processes involved (briefings/debriefings, training/integration, evaluation, detection of potential, development and communication) so as to ensure the size and adequacy of the knowledge required and the improvement of staff capacities.
- ✓ He/she has technical but non-hierarchical responsibility (under the supervision of the Country Directors) for the management, supervision and development of the finance teams, which includes leading, training, motivating and monitoring its capacity, as well as identifying potential conflicts and resolving them as necessary.
- ✓ He/she organizes regular working meetings with his/her teams and project teams and carries out appraisals of the employees under his/her direct responsibility.

Security

- ✓ He/she transmits ASF's methodology and tools for the development of security plans and supports the country offices in the development of their security plan.
- ✓ He/she can contribute to the proper implementation of security rules in the countries and 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 carries out (as required) 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 provides support to the field teams on aspects of contractual accountability to donors (support in drafting financial reports in accordance with the narratives, support during audits and external evaluations, etc.). He/she validates the financial reports.
- ✓ He/she advises and strengthens the staff of the offices in terms of project management methodologies/tools, and trains them as needed (by teaching them how to use them).
- ✓ He/she supports the "value for money" approach of the organization's actions in transforming inputs into outputs.
- ✓ He/she ensures that lessons learned in project and contract management are disseminated within the organization 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 / ASF procedures are respected. He/she validates the partnership agreements on management aspects.

Desired profile

The ideal candidate has:

- A higher education preferably in economics, finance, accounting or management (Master level)
- A minimum of 5 years' relevant professional experience in a management control function
- Has experience in international project management (Asset)
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- 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 such as Bob50
- 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

- A permanent contract
- A gross monthly salary as per ASF salary scale, taking into account relevant previous experiences
- An attractive compensation and benefits package
- The opportunity to work for a leading NGO specialized in the development of projects to promote and support access to justice, the realization of human rights and the rule of law
- The opportunity to play a part in major and inspiring changes. You will be part of a motivated and passionate team who are committed to their mission
- A stimulating and passionate work environment within an organization that pays a lot of attention to the work-life balance

To apply

Please send your cover letter, CV and availabilities at job@asf.be, with «**Operations and Finance Support officer Brussels**» in the object, before **18 july 2021**.

You must have valid European work rights to be considered for this position - visa sponsorship is not available for this position.

ASF attaches great importance to the transparent, secure and confidential collection and processing of personal data. In the collection and processing of this data, we comply with Belgian legislation as well as the General Data Protection Regulation, since its entry into force on 25 May 2018.

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.