



Junior Finance Officer (full-time)

We are looking for a talented and motivated Junior Finance Officer to join the Finance and Administrative team of the Secretariat for ProtectDefenders.eu.

Under the supervision of the Head of Finance, the Junior Finance Officer supports the dynamic team of the Secretariat facilitating a smooth implementation of the projects and grant mechanism, contributing to an efficient working environment.

RESPONSIBILITIES

- Reporting to the Head of Finance, the Junior Finance Officer is tasked with the preparation, processing and follow-up of supplier and grant payments.
- Liaising with and providing the external bookkeeper with relevant supporting documents and information on a weekly basis.
- Further, the Junior Finance Officer is responsible for ensuring that all transactions are recorded and filed in accordance with recognized accounting principles and supported by relevant and verifiable source documents.
- Assist with the monthly reconciliations of the bank and the accounting system.
- Support the Head of Finance with internal and external audit preparation, to ensure the timely submission of project financial reports and supporting documentation to the EU.
- Provide support to the financial management of the main projects, and the financial functioning of the Secretariat.
- Review budgets and financial reports for third party grants.
- Assist with other financial tasks relating to the sound financial management of the Secretariat.
- Assist with project start-up and close-out activities.

ProtectDefenders.eu
is implemented by a
Consortium of 12 NGOs
Front Line Defenders
Reporters sans frontières
OMCT
FIDH
ILGA
EMHRF
Forum Asia
Protection International
Peace Brigades
International
ESCR-Net
Urgent ActionFund
DefendDefenders

PROTECTDEFENDERS.EU

81A Rue de la Loi,
1040 Brussels, Belgium
Phone +32 2 201 87 27



This project is funded
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YOUR PROFILE

Your skills:

- Analytical and IT minded.
- Good communication skills.
- Sense of organization and planning:
 - Ability to prioritise, follow through, meet deadlines, and deliver results.
 - Ability to multi-task and coordinate several projects simultaneously.
 - Attention to detail.
- You are assertive, hands-on, and pragmatic.

Your mindset:

- A genuine interest in the field human rights.
- You are motivated, proactive, hands-on attitude, autonomous, discreet with an analytical approach.
- Ability to work collaboratively in a team-oriented atmosphere as well as independently.

Requirements:

- Bachelor's degree Accounting / Finance / Business Administration or equivalent education
- Very good level in English (oral and written); and a good command of French
- Proficient in the use of MS Office applications, particularly a good level of Excel is required.

In addition:

- Knowledge of European funding rules and programmes is an advantage
- Experience within a not-for-profit organization and/or with grant management is a plus.

WHAT WE OFFER

- A one-year full-time contract under the Belgian legislation with the possibility of extension, and a salary remuneration starting at 2,200 EUR Gross, commensurate with the candidate's profile
- Meal vouchers, eco-cheques, group insurance, refund of public transport
- Dynamic international, friendly, and talented team, fostering collaborative and supportive culture.
- Committed management: regular briefings, feedback and advise
- Significant autonomy in your daily work

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HOW TO APPLY?

The Junior Finance Officer will be based in ProtectDefenders.eu secretariat in Brussels and would have the necessary permit to work in the EU.

ProtectDefenders.eu Secretariat values diversity and is an equal opportunity employer.

Applications comprising a CV with one reference and a cover letter should be sent by email to recruit@ProtectDefenders.eu by March 28, 2021. The position might be filled before the deadline, early applications are encouraged.

The successful candidate will be expected to start as soon as possible.

CV and personal data of non-selected candidates are not shared with anyone outside ProtectDefenders.eu

INFORMATION ABOUT PROTECTDEFENDERS.EU

ProtectDefenders.eu is the EU Human Rights Defenders Mechanism, established to protect defenders at high risk and facing the most difficult situations worldwide. It is implemented by a consortium of 12 international NGOs with the support of the European Commission. The members of the Consortium are: Front Line Defenders, Reporters Without Borders (RSF), World Organisation Against Torture (OMCT), International Federation for Human Rights (FIDH), Economic, Social and Cultural Rights Network (ESCRNet), International Gay and Lesbian Association (ILGA), Urgent Action Fund for Women Human Rights Defenders (UAF), Protection International, Peace Brigades International (PBI), Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF), Forum Asia and East and Horn of Africa Human Rights Defenders Project (EHAHRDP). Front Line Defenders, RSF, OMCT and FIDH form the Board of the Consortium.

The mission of ProtectDefenders.eu is:

- To operate a permanent and rapid response mechanism to provide emergency support and material assistance to human rights defenders in danger;
- To manage a support programme of temporary relocation for human rights defenders at risk to relocate inside their country, within their region or abroad in case of urgent threat;
- To support and coordinate an exchange platform for organisations and stakeholders working on temporary relocation for human rights defenders including through the EU Temporary Relocation Platform;
- To provide training, support and capacity-building to human rights defenders and local organizations;
- To monitor the situation of human rights defenders and advocate for a protection agenda for Human Rights Defenders at local, regional and international level;

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- To promote coordination between organizations dedicated to support for human rights defenders, EU institutions and other relevant actors.

ProtectDefenders.eu Secretariat is the coordination structure of the mechanism and is also in charge of the institutional representation and financial and narrative reporting of the project. The EU HRD mechanism began its operations on 1st October 2015 for a duration of 36 months, and is now on its third extension, on a 36-month contract which started on November 1, 2019. In addition to the EU HRD Mechanism, the Secretariat is managing an Emergency Funds project, and a project comprising institutional support grants in Turkey.

For more information, please visit our website:
www.protectdefenders.eu

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