



AVOCATS SANS FRONTIERES  
IS LOOKING FOR A REPLACEMENT FOR

## Head of Finance and Operations support

- **Place of employment: Brussels**
- **Status: Replacement contract (15/11/23-30/04/24)**
- **Deadline: 08/10/2023**
- **Start date: November 15, 2023**

### Our organisation

Avocats Sans Frontières (ASF) is an international non-governmental organization founded in Belgium in 1992. ASF supports access to justice, the realization of human rights and the fight against injustice in countries where human rights are threatened. ASF has offices in the Democratic Republic of Congo, Uganda, Niger, Kenya, Tunisia, Morocco and the Central African Republic. General coordination is carried out from the Brussels office.

### Job description

As Head of Finance and Operations support, you will be responsible for the efficient management of the financial and material resources needed to ensure the smooth running of ASF's activities worldwide.

You coordinate the international finance and operations support team.

You will report to the Managing Director.

### Responsibilities and tasks

- He/she is responsible for the financial and administrative management of the non-profit organization, and is the guarantor of organizational values, procedures and controls.
- He/she supervises the organization's bookkeeping, prepares financial statements, coordinates the annual closing of accounts and leads the annual audit.
- He/she supports the regional finance and operations support team (3 people) and the AFL team (Admin Fin Log - 2 people) in Brussels.
- Carries out consolidated financial reporting for global projects (including the DGD program).
- Develops budgets for new global projects
- Monitors the organization's budget and cash flow
- He/she participates in Board meetings when the agenda requires his/her contribution.
- Externally, he/she manages relations with the statutory auditor, banks and other external contacts.

## Profile

The ideal candidate has

- Higher education in financial management
- At least 5 years' relevant professional experience as a financial and administrative manager/management controller
- International and/or NGO/cooperation experience
- Good knowledge of institutional donor procedures
- Good command of international accounting standards and financial statement analysis
- Good knowledge of the financial and administrative management of non-profit organizations in Belgium
- Good knowledge of the project management cycle
- Bilingual French-English, both spoken and written; knowledge of Dutch is an asset.

## Other skills required for the position

- Ability to design and implement financial strategies adapted to the organization's context
- Good interpersonal skills
- Able to support the development of individual and collective skills
- Takes initiative; likes to innovate; leads and mobilizes teams around a common project; works in a team and remotely; rigorous

## What we offer

- A 5.5-month contract for a replacement during a maternity leave
- A gross monthly salary of between €4,558.82 and €4,981.54, depending on experience
- Meal vouchers worth €8 per day
- Hospitalization insurance for you and your family
- Group insurance
- A teleworking bonus
- A position with plenty of scope for initiative in a dynamic, multicultural organization.

## How to apply

Please send your CV, covering letter and availability to [job@asf.be](mailto:job@asf.be), specifying "**Head of Finance and Operations support**" in the subject line, before October 8, 2023.

*ASF reserves the right to close the recruitment process before the application deadline.  
For reasons of limited human resources, only short-listed candidates will be contacted by  
ASF. Thank you for your understanding.*