

## Head of Finance and Support Services

- Place: **Brussels**
- Status: **Permanent contract**
- Application deadline: **24 January 2025**
- Start: **As soon as possible**

### Our Organisation

Avocats Sans Frontières (ASF) is an international non-governmental organisation established in Belgium in 1992. ASF supports access to justice, the fulfillment of human rights, and the fight against injustices in countries where human rights are under threat. ASF has offices in the Democratic Republic of Congo, Uganda, Tunisia, Morocco, Kenya, Niger, and the Central African Republic. General coordination is managed from the Brussels office.

### The Role

As the Head of Finance and Support Services, you will be responsible for the effective management of financial and material resources to ensure the smooth implementation of ASF's activities worldwide.

You will contribute to ASF's overall development and strategy by proposing a solid financial strategy. You will coordinate the finance and operations support team for international projects.

This role reports to the General Director.

### Responsibilities and Tasks

- Define policies and processes to ensure the effective management of the organisation's material and financial resources and projects
- Propose the organisation's financial strategy
- Oversee the financial and administrative management of the nonprofit association
- Manage the organisation's overall budget and coordinate financial closures
- Supervise the finance and operations support team, including admin-finance-logistics and IT managers (currently 4 staff members)
- Coordinate strategic projects and dossiers
- Oversee the training and support of teams in different countries to ensure compliance with procedures and effective use of tools
- Define a risk management policy, including security and digital risks, and establish procedures for identifying, addressing, and monitoring various risks
- Act as ASF's Integrity Officer
- Participate in Board of Directors and General Assembly meetings when the agenda requires your input
- Manage external relations with the statutory auditor, banks, and other external stakeholders.

## Required Profile

The ideal candidate will have:

- A Master's degree in Business Management/Finance/Management or another relevant field
- At least 5 years of relevant professional experience in financial and administrative management
- International and/or NGO/Cooperation experience
- Strong knowledge of institutional donor procedures
- Solid understanding of Belgian accounting standards, including financial statements
- Familiarity with the financial and administrative management of Belgian nonprofit associations (ASBLs)
- Knowledge of the project management cycle
- Expertise in financial strategy development
- Experience in risk management
- Availability for support missions in countries where ASF operates (minimum twice a year)
- Proficiency in both French and English (spoken and written). Knowledge of Dutch is an asset

## Additional Skills Desired for the Role

- Ability to design and implement financial strategies tailored to the organisation's context
- Strong interpersonal skills
- Capacity to foster individual and collective skills development  
Initiative-taking, innovative, team-oriented, capable of working remotely, and highly organised

## What we offer

- A permanent contract
- A gross monthly salary between €4,743 and €5,183 depending on experience
- Meal vouchers worth €8
- Hospitalisation insurance for you and your family
- Group insurance
- Telework allowance
- A position with significant autonomy within a dynamic, multicultural organisation

## How to apply

Please send your CV, cover letter, and availability to [job@asf.be](mailto:job@asf.be), specifying "**Head of Finance and Support Services**" in the subject line, by **January 24, 2025**.

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