

JOB DESCRIPTION

Finances and EU Contracts Officer – Seascope Belgium

Duration: Initial contract for 24 months, with extension subject to renewal of external funding

Start date: As soon as possible

Working hours: Minimum half-time (50%) – optional duties up to full time

Employer: Seascope Belgium

Location: Seascope Belgium Brussels Office, Kindermansstraat 14, Brussels, Belgium

Outline:

Seascope Belgium seeks to recruit an enthusiastic and motivated Finances and EU Contracts Officer to strengthen its professional and dynamic team. The successful candidate will have experience with financial management and reporting, administration of projects and contracts and ability to administer the human resources of a small but growing team of Seascope experts. The post holder will primarily be responsible for keeping the accounts up to date, producing financial and budget reports, contribute to human resource administration and assist with project management and administration (50%). Depending on the interest and availability of the candidate, the scope and remit could be extended to a full time position including support to delivery of outputs of selected Seascope Belgium projects and activities (optional).

Seascope Belgium is a spin-out from Seascope Consultants Ltd, an environmental consultancy specialised in the provision of high-level advice to the marine sector, including industry, policymakers, NGOs and regulatory bodies. Our expertise includes marine and environmental project management, stakeholder consultation and engagement, promotion of ocean literacy and the management of marine data and information. We work alongside leading scientists around the world, and are partners in a number of major European research programmes addressing marine issues. One of our core activities entails the administration of the Secretariat of the European Marine Observation and Data Network (EMODnet) for the European Commission Directorate-General for Maritime Affairs and Fisheries (www.emodnet.eu), which includes the management of the European Atlas of the Seas (www.european-Atlas-of-the-seas.eu). For a full overview of the project portfolio and activities, please visit our website at www.seascopebelgium.be.

Essential duties and responsibilities (50%): Finances, HR and EU Projects Administration

- Maintain all Seascope Belgium's financial records with assistance from an accountant, including income and expenditure, keeping project finances up to date, verifying invoices and receipts as well as staff expense claims;
- Take responsibility for the financial management and reporting of Seascope Belgium's contracts and activities in regional, European and international projects following applicable rules and guidelines applicable (e.g. European Horizon 2020 Projects);
- Prepare multi-annual budget projections for Seascope Belgium's project portfolio, maintain cash flow planning and regularly present accurate and up-to-date financial reports to the Seascope Belgium's Managing Director and Head of the EMODnet Secretariat;
- Prepare, manage and follow up on Seascope contracts with contracting parties including EU, project partners and subcontractors for various Belgian, European and International projects and service contracts;
- Assist the Managing Director and Operations Manager with management of human resources, including recruitment, employment contracts, time sheet management and preparations of HR administrative and regulatory documents.
- Refine and implement the Company's staff operating procedures making sure all staff duly follow and timely submit the necessary information and documentation required to prepare consolidated activity and resource reports;
- Act as first point of contact (Reception Desk) for Seascope Belgium's Brussels office;
- Organise travel arrangements for meetings in Belgium and abroad;

Optional tasks and responsibilities (up to full time depending on the interest, availability and competences of the candidate)

- Act as Management Assistant to the Managing Director and Senior Staff, providing management support for the coordination of external projects, team activities, actions and meetings;
- Coordinate the logistical planning and practical arrangements for project meetings, often with local partners in international locations. Provide support for Seascope's attendance at external events, workshops and meetings;
- Support the preparation and dissemination of advanced quality documents for project meetings, take meeting minutes and oversee preparation of meeting reports in a timely manner;
- Provide a range of general office management services to support the efficient running of the Seascope Belgium Office in Brussels as well as the EMODnet Secretariat based in Oostende;
- Support Seascope communication activities in liaison with the Communications Officer, including support to maintenance of websites, production of leaflets, posters and other promotional materials ;
- Provide support in the finalization, design and print of publications, liaising with scientific and technical staff and external contractors;
- Disseminate hard copy documents to stakeholders in coordination with the other staff and project partners;
- Assist with the drafting and submission of new project proposals and tenders;
- Support the editing and publication of policy papers;
- Desk-based research for networking or science-policy tasks and activities;
- Ad hoc contributions to content tasks in support of ongoing projects and activities.

Profile and competences required:

The successful candidate is expected to have the following minimum qualifications and competences:

- Postgraduate qualification in a relevant discipline at Masters level, preferably with a specialisation in financial management and/or accounting, applied economics or public administration;
- At least 5 years hands-on experience with financial administration, accounting and reporting;
- Experience with EU funding mechanisms and reporting (e.g. EU Project Financial reporting) is a major added value;
- Native speaker of one of Belgium's official languages (Dutch, French, German), preferably Dutch;
- Excellent standard of spoken and written English. Knowledge of other European languages would be an advantage. Ability to report progress and issues in an effective manner and ability to draft concise and clear documents and reports without supervision;
- Strong interpersonal and communication skills with ability to work transparently while applying a team-oriented work ethic;
- Excellent organisational skills with capacity to multitask, to deliver on allocated tasks and to meet deadlines in pressurised situations;
- Good working knowledge of MS Office packages and relevant online information management systems;
- Knowledge of financial software, cloud-based project and file management systems (e.g. jira/Confluence-wiki) and/or website content management systems (e.g. drupal) would be an advantage ;
- Experience with Project Management would be an advantage;

Salary:

This post commands an attractive remuneration package. Salary will be commensurate with the qualifications and experience of the successful candidate.

Application procedure:

Written applications comprising a cover letter and CV should be submitted via email to janbart.calewaert@seascopebelgium.be. Closing date for applications is 13 January 2020; interviews of shortlisted candidates scheduled in the week of 20 January. **For more information contact Seascope Belgium Managing Director Jan-Bart Calewaert at janbart.calewaert@seascopebelgium.be or call +32(0)497433371.**