

Finance and Administration Assistant (Internship)

Job title	Finance and Administration Assistant
Location	The position will be based at HCWH Europe's office in Brussels Remote working from Belgium is possible
Eligibility	All candidates must hold the right to work in Belgium
Hours	Full-time, 38 hours per week* *HCWH Europe operates a 4-day week work schedule - 8h/day - to aid productivity and support a better work-life balance.
Salary / additional benefits	Salary €1035,24 per month (Convention d'immersion professionnelle) + €120 working from home allowance
Closing date	Applications will be reviewed until 31 March 2025 HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.
Starting date	As soon as possible

About Health Care Without Harm (HCWH) Europe

HCWH Europe is an international non-profit NGO that works to create a sustainable healthcare sector in Europe. One that does no harm to patients or our planet. One that acts as a catalyst, inspiring action right across society to protect human health and the environment. One that drives change in communities, so people can live more healthily on a healthier planet.

HCWH has offices in Europe, US, and Asia as well as a global team that works across all regions. HCWH works closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 24 countries of the WHO Euro region and has a growing number of members. The HCWH Europe office is located in Brussels, Belgium.

For more information, visit: europe.noharm.org

Position overview

Reporting to the Operations Director, the Finance and Administration Assistant will directly support activities within the Operations team whilst collaborating with the organisation as a whole.

Key responsibilities

- Assist in processing supplier invoices and payments.
- Coordinate with staff to obtain necessary approvals for expenditures and ensure all required supporting documentation is in place.
- Collate and verify timesheets on a monthly basis.
- Record accounting transactions in the finance system (Winbooks).
- Extract and compile management accounting data regularly.
- Support the maintenance of office premises and equipment.
- Plan and manage office supply inventory.
- Handle travel bookings for internal and external personnel, ensuring compliance with budget restrictions.
- Perform other administrative tasks as required.

Required qualifications and experience

Relevant academic qualification In business or finance or equivalent experience

Knowledge, skills, and abilities

- Fluent English (verbal and written) is mandatory for this role. Working knowledge of other European languages such as French would be an advantage
- Technology-savvy with a demonstrated Interest In administration and finance work
- Good organisational and administrative skills with an openness to a variety of tasks
- Attention to detail
- Problem-solving skills

How to apply

All candidates must demonstrate that they hold the existing right to work in Belgium.

To apply for this position please send an email to jobseurope@hcwh.org

- Include your last name and the job title in the subject line, i.e. LAST NAME Finance & Administration Assistant (Internship)
- Attach your CV and a cover letter (Word or pdf format) explaining your motivation for the position
- Please let us know where you found the position advertised and when you would be able to start

Please note that only candidates selected for an interview will be contacted.