



## Finance and Administration Officer

<b>Job title</b>	Finance and Administration Officer
<b>Location</b>	Brussels, Belgium
<b>Eligibility</b>	All candidates must hold the right to work in Belgium
<b>Hours</b>	Full-time (HCWH Europe offers a four-day week - 8h/day - to aid productivity and support a better work-life balance).
<b>Salary &amp; benefits</b>	€2,900 a month (gross) In addition to salary, we offer a range of additional benefits to our Belgium-based employees. See details below.
<b>Closing date</b>	Midnight (CEST) 18 May 2025
<b>Starting date</b>	July 2025 preferred

### About Health Care Without Harm (HCWH) Europe

HCWH Europe is an international non-profit NGO and an acknowledged leader in the field of sustainable healthcare. Its mission is to, 'Transform the healthcare sector so that it reduces its environmental footprint, becomes more resilient, and establishes itself as a leader for sustainable development in Europe'.

HCWH Europe is headquartered in Brussels, Belgium, with staff working remotely across six other countries in Europe. For more information, visit: [europe.noharm.org](https://europe.noharm.org). It is part of the HCWH international organisation with other offices in the 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 a membership organisation with over 220 institutional members representing thousands of healthcare facilities in 29 countries of the WHO Europe region. Its members are also part of the Global Green and Healthy Hospitals (GGHH) network, the largest sustainable healthcare network in the world, focused on the interests and needs of healthcare sustainability practitioners.

2025 is an important year for HCWH Europe as it develops its new organisational strategy focusing on impacting national and European healthcare policy and practice at scale.

## **Position overview**

Reporting to the Director of Operations, the Finance Officer will play an important role in providing and supporting HCWH Europe's operational support functions, particularly Finance but also Human Resources, Administrative Support and Office Management, to help the organisation achieve its strategic goals.

## **Key responsibilities**

Support the Director of Operations and the Finance Manager in all aspects of HCWH Europe's financial, Human Resources, Administration & Office Management operations, including:

### **Finance**

- Providing financial and administrative assistance to the Director of Operations, Finance Manager and Development team for the creation of HCWH Europe's annual budget, project and programme budgets, funding applications, and assisting with fundraising activities as required.
- Timely recording and monitoring of book-keeping operations in the financial software (currently WinBooks) including:
  - Purchase invoices;
  - Sales Invoices;
  - Credit cards;
  - Bank statements;
  - Payroll accounting.
- Cash-flow monitoring and reporting.
- Developing regular financial reports for Budget holders, Programme teams, the Executive Leadership Team, the HCWH Europe Board of Directors.
- Preparing for organisational and programme audits and publication of annual statutory accounts.
- Developing and maintaining the organisation's *Operations Manual*.

### **Human Resources**

- Maintaining onboarding documentation and coordinating HR reporting, such as staff records, contracts, timesheets, etc.
- Assisting with the management of HR and liaising with insurers, payroll, pension and other service providers, etc, as required.

## **Office Management & Administration**

- Administrative support to the Board of Directors and Executive Director and Executive Leadership Team on governance issues.
- Maintaining the inventory of office supplies and ensuring the maintenance of all office equipment and ICT technology (e.g., staff laptops), and leading any re-ordering processes.
- Liaising with HCWH Europe's landlord, suppliers and contractors, and maintaining contracts to ensure the smooth running of HCWH Europe's office.
- Maintaining a database of approved suppliers and monitoring contract obligations.

## **Preferred qualifications and experience**

- A degree in Business, Finance, or a related field (preferable but not essential).
- Working knowledge of WinBooks or similar accounting software programmes
- Experience of working with EU and non-EU foundations
- Experience working in European non-profit and/ or member-based organisations/ associations

## **Knowledge, skills and abilities**

- Fluency in English and French (written and spoken) are mandatory for this role.
- Excellent analytical/numerical skills accompanied by strong organisational skills.
- Comfortable using own initiative and taking ownership of processes.
- A keen eye for detail and a willingness to explore improvements in all areas
- High levels of integrity and trustworthiness (the post holder will be expected to handle confidential and sensitive information).
- Strong interpersonal skills and the ability to work both autonomously and as part of the team.
- Solid IT competencies with standard Microsoft Office software and Google Docs (with excellent proficiency in MS Excel).
- Interest in sustainability and/ or the healthcare sector
- Excellent communicator.
- Ability to work under pressure and to tight deadlines.
- Positive outlook and a good team player.

## Rewards and benefits

In addition to salary, we offer a range of additional benefits to our Belgium-based employees. They include:

- 13th-month salary bonus paid out in December applicable after 1.5 years employment.
- Double holiday pay (double pécule de vacances), paid out in May/June - pro rata to the number of days worked in the previous year in Belgium.
- Meal vouchers (Edenred) are provided with a face value of 8€ for each day worked, and an employee contribution of €1.09.
- Monthly transport allowance of €49 per month (Brussels-based) €115 (outside Brussels).
- Monthly home working allowance of €120 per month.
- Hospital Insurance (DKV).
- Pension Plan Scheme (NN Group).
- 20 legal holidays per annum - pro rata to the number of days worked the previous year in Belgium.
- 5 extra-legal holidays per annum – pro rata to the number of days worked the previous year at HCWH Europe.
- Christmas break: The office is closed between Christmas and New Year inclusive (paid holiday).
- We operate on a four-day work week, wherein every Friday is a paid day off without the need for extra hours, resulting in 32 (efficient) hours of work instead of 38 hours
- We offer flexible working arrangements. We understand the importance of work-life balance and strive to accommodate our team members' preferences whenever possible.

We are also working hard to create an inclusive culture that is grounded in our mission to create a more sustainable healthcare sector. We aim to encourage people from all backgrounds to work with us and are particularly interested in hearing from people from minority backgrounds and all socio-economic sections of society.

## 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](mailto:jobseurope@hcwh.org).

- Please include your last name and the job title in the subject line: i.e., LAST NAME Finance & Administration Officer.
- 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.

## Timeline

- Deadline for Applications: Midnight CEST, 18 May 2025.
- Successful candidates will be contacted by 22 May 2025.
- First interviews will be held remotely (online) between 26-30 May 2025.
- Please note that only candidates selected for an interview will be contacted.