

Finance Manager

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| Job title | Finance Manager |
| Location | Brussels, Belgium (remote working outside of Belgium will be considered on an exceptional basis) |
| Eligibility | All candidates must hold the right to work in Belgium, the EU or the UK |
| Hours | Full-time (HCWH Europe offers a four-day week - 8h/day - to aid productivity and support a better work-life balance). |
| Salary & benefits | €4,000 a month (gross). In addition to salary, we offer a range of additional benefits to our Belgium-based employees. See details below. |
| Closing date | Midnight (CEST) 18 May 2025 |
| Starting date | 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. 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 Manager will play a crucial role in ensuring HCWH Europe's financial health and sustainability to achieve its strategic goals. The position requires a strong understanding of organisational and project accounting and reporting, with a particular focus on European Commission grant management.

Key responsibilities

Supporting the Director of Operations in the management of all aspects of HCWH Europe's financial operations, including:

- Leading all aspects of the organisation's financial operations, including the preparation of annual budgets and strategic financial plans and forecasts, cashflow management and financial reporting.
- Working with HCWH Europe's Programme and Development teams through the full grant lifecycle, from proposal development and budget preparation to supporting financial monitoring and reporting.
- Producing monthly management accounts and other financial reports for the Executive Director, Programme teams, the Executive Leadership Team, and the HCWH Europe Board of Directors.
- Maintaining accurate and up-to-date financial records in accordance with generally accepted accounting principles (GAAP) and international financial reporting standards (IFRS); and analytical coding structures to enable accurate costing for funders and income as required.
- Preparing financial reports for funders, donors, and external stakeholders.
- Ensuring timely and accurate submission of financial claims to the European Commission and other funding sources.
- Preparing annual accounts and supporting the annual audit of accounts and any audits required by individual funders.
- Maintaining and developing robust internal financial controls to safeguard organizational assets.
- Contributing to the development of financial policies and procedures.

Required qualifications and experience

- A degree in Accounting, Finance, or a related field.
- An internationally recognised accountancy qualification and strong technical accountancy skills is preferred but not essential.
- A minimum of five years of professional experience in finance and accounting, with a strong emphasis on project finance and grant management.

- Working knowledge of WinBooks or similar accounting software programme; and experience with project management software (e.g., Jira, Asana) is a plus.
- Proven experience in managing European Commission grants, including familiarity with specific regulations and reporting requirements.
- Experience working in European non-profit and/ or member-based organisations/ associations is highly desirable.

Knowledge, skills and abilities

- Excellent data analytical and financial modelling skills.
- Excellent computer skills and proficiency in Google suite, Microsoft Office and accountancy software packages with analytical reporting structures.
- High energy, maturity and leadership, results-focused with exceptional organisational skills.
- Excellent communication skills (both verbal and written), interpersonal skills and a collaborative management style.

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 4-day workweek, 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, the EU or the UK. To apply for this position please send an email to jobseurope@hcwh.org.

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