

Finance & Operations Officer

About Positive Money Europe

Positive Money Europe (PMEU) is a fast growing non-profit organisation whose mission is to make the money and banking system support a fair, democratic and sustainable economy. We do this by scrutinising the activities of the European Central Bank (ECB) and several National Central Banks (NCBs) in the Eurozone. We run research, advocacy and campaigning activities on issues such as helicopter money, inequality, and poverty related to the field of monetary policy, Eurozone economic governance and sustainable finance.

Positive Money Europe is the European counterpart to Positive Money UK, a fast-growing London-based organisation pursuing the same mission in the UK. Following our successful "Quantitative Easing for People" campaign targeting the ECB in 2015, Positive Money Europe was launched in 2018.

About the Role

As Positive Money Europe grows we have more operational and administrative processes that require dedicated management. We are looking for a highly efficient, well-organised and detail-oriented administrator to support the current Deputy Executive Director in ensuring the smooth running of the organisation. The role will require management of multiple tasks and projects, such as HR and the development of a new benefits plan for employees, processing and registering invoices and making payments, events logistics, support with grant management and reporting, and support with reporting to the Board of Directors.

About You

You'll be a highly efficient administrator with experience of managing logistics and supporting senior-level staff as well as working with Belgian payroll managers and accountants. Positive Money is a small team that works closely together, so you will also be someone who enjoys getting stuck into a wide range of activities, and who is capable of juggling multiple projects and chipping in wherever help is needed.

Key Responsibilities and Main Tasks

- Processing invoices and staff expenses, and working with our accountant to register them in our accounting system.
- Support with HR and the development of a new benefits plan for employees.
- Management of Positive Money Europe grants with the support of Deputy Executive Director including tracking expenditure and budget reporting to funders.
- Work with the Deputy Executive Director to ensure policies and procedures are kept up to date and adhered to.
- Manage day to day relationships with suppliers and contractors such as insurance companies, pension scheme providers, payroll managers and accountants.

- Act as secretariat for the non-executive board and the senior staff team, including by scheduling board meetings, ensuring agendas and minutes are written up, and filing documents.
- Organising all staff travel and accommodation.
- Supporting senior staff members in organising staff trainings and team buildings.
- Office management including mails, IT equipment and other materials.
- Management of info mailbox
- Administrative support for recruitment campaigns when needed.
- End-to-end event logistics; identifying and securing venues; securing and managing event suppliers.
- Managing and organising events, including, conferences, roundtables, festival stalls and supporter meetings.
- Help set up a donor database and manage it including by cancelling donations, tracking new and increased donations, updating details, dealing with direct debit, Paypal changes upon donor requests, and emailing donors where necessary.

Essential Experience and Skills

- Excellent verbal and written communications skills in English and one of the official languages of Belgium (Dutch/French)
- Experience as a Team Administrator, Personal Assistant, Executive Assistant, or equivalent
- Strong administration skills
- Experience of organising events
- Experience of working with Belgian accountants and payroll managers
- Ability to liaise with various stakeholders (administrative contractors, funders etc)
- Excellent time and priority management and ability to work tight and conflicting deadlines
- Proven ability to set up, develop and maintain effective systems
- Excellent organisational skills, a systematic approach and good attention to detail
- Familiarity with IT systems including contact databases, electronic files, google drive, mail merge software; confidence to become proficient with new IT systems
- Plenty of initiative, flexible and adaptable
- Supportive of the aims of Positive Money Europe
- A commitment to Positive Money's mission, and [values and principles](#)

Terms and Conditions

Contract: Part-time permanent employment contract (CDI)

Reporting to: Deputy Executive Director

Hours: (30,4 hours) 4 days a week

The post holder might be expected to work an occasional evening for which they will receive time off in lieu

Remuneration: €25 800 - €36 100 annual gross depending on level of experience

Location: Brussels

Start date: April / May 2022

Application Process

Please fill in the application form [available here](#) (*) and send it by email to info@positivemoney.eu

(In case the above link doesn't open in your browser/device, please right-click and choose "save as". In case that doesn't work either, please get in touch - info@positivemoney.eu)*

Closing date for applications: **Wednesday March 30th 2022** at 23:59 CET
Interviews are likely to be held between 4th and 15th April 2022 on zoom.

Positive Money is committed to providing equal opportunities for everyone regardless of their background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but as Black, and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups.