

Administrative and Finance Officer

OCTs and OCTA

The Association of Overseas Countries and Territories of the European Union (OCTA) was constituted in March 2003 by the governments of the Overseas Countries and Territories (OCTs) and registered in Belgium as a not-for-profit association (ASBL). Out of 13 OCTs, all the permanently inhabited territories (12) are currently members of OCTA as well as the French Southern Antarctic Lands - TAAF. OCTA serves as a platform through which the OCTs realize their common goals by working collectively through cooperation, policy dialogue, promotion of common positions and partnerships for the sustainable development of OCTs.

In 2015, OCTA initiated the setting-up of a permanent secretariat in Brussels and has since recruited four full-time Officers: Coordinator, Administrative & Finance, EU Programmes and Energy & Environment.

Operating Grant

Under the 11th European Development Fund for OCTs, a total envelop of EUR 2,2 million along with OCTA own contribution have been identified for the accompanying measures to the OCTA. These support measures are implemented via annual operating grants, covering the period 2018-2021. In order to adequately implement the grants, OCTA had to develop its administrative and financial management capacity.

Job description

The Administrative and Finance Officer primarily contributes to ensure the compliance of OCTA's activities with the EU rules and Belgian Law, providing a combination of accounting, secretarial and logistics services, as well as support to the team of the Secretariat. He/she will report directly to the Coordinator.

Duties and Responsibilities

1. Finance and Administration duties

- Participate in project accounting process, including project budgeting and financial reporting
- Make recommendations and implement decision related to the EU grant to OCTA
- Participate in organisational financial reporting and management of accounting
- Maintain and develop procedures related to OCTA grant (public tenders)
- Support the Executive Committee of OCTA (ExCo) Treasurer and Secretary, the Audit Committee
- Produce, monitor, evaluate budgets
- Manage daily accountancy and financial management
- Liaise with external stakeholders (e.g. external accountants, HR and payroll companies in Belgium)
- Assist with planning and budgeting processes
- Encode payments as approved by the Coordinator
- Draft Financial reports to ExCo and the European Commission
- Manage necessary publications in Belgian Official Journal (Administrators, AoA)

2. Support to Events organisation

- Organise events and conferences (hotels, transports)
- Oversee all aspects of the office's administration and ensuring efficient processes are in place
- Support the organization of Executive Committee meetings/events (e.g. note taking, list of participants, pictures) and selection of service providers (e.g. caterers, meeting rooms etc)

Being part of a small team, the Administrative and Finance Officer will also support the other members of the Secretariat, in particular the Coordinator.

Desired profile

- At least a University Degree in accounting, business management, economics, or other related fields;
- Fluency in English and French, good knowledge of Dutch (Flemish) is an asset;
- Excellent facilitation and communication skills;
- Computer literate (ideally experience with Winbooks);
- Experience of working in a multicultural and or diverse environment desirable;
- A minimum of 3 years of experience related to management of EU Funds;
- Knowledge of Belgian Administration, financial rules, and tax legislation;
- Experience in working with public stakeholders and organisations with limited means and capacity;
- Experience in financial reporting;
- Knowledge of EU financial procedures;

Location and Duration

The full-time position (38h/week) is based in Brussels, Belgium.

The position will start ideally by September 2021 or as soon as possible, for an initial period of one year (1), with a possibility for a further extension.

Contract under Belgian Law

Salary: to be discussed at the interview

How to apply

If you are interested, please send your CV and cover letter mentioning your availability by e-mail to:

- Mr Pablo Lopez-Herrerias – Coordinator of OCTA Secretariat: pablo@overseas-association.eu

Please mention “Administrative and Finance Officer” in the subject line.

Deadline to apply: 31/07/2021

Interviews of selected candidates will take place in Brussels or remotely in the week commencing on 10/08/2021

For more information on the position, please contact Mr Pablo Lopez-Herrerias – Coordinator of OCTA Secretariat by email: pablo@overseas-association.eu.