

## Head of Finance

### Brussels Belgium

CONCORD is seeking a highly-motivated Head of Finance to advise the Director, work closely with the Confederation's Finance Advisory Committee and to lead a small team of finance professionals dedicated to the effective management and allocation of our financial resources.

### ABOUT CONCORD

CONCORD is the European Confederation of NGOs working on sustainable development and international cooperation. We are made up of member organisations: 26 national platforms, 25 international networks and 7 associate members that represent over 2,600 NGOs, supported by millions of people across Europe.

We work together to ensure that European policies promote equal, just and inclusive societies in a sustainable world.

The candidate will join a team of engaged professionals who are committed to accelerating transformation towards a more equal and sustainable society. It is important for CONCORD that any new member of the team adheres to our values of solidarity, non-discrimination, collaboration, integrity and respect and for whom this motivation is a reason for choosing CONCORD.

CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit.

### ROLE SPECIFICATION

The Head of Finance role is pivotal in that you will support the Director in implementing the future strategic direction of CONCORD and operationalising members' guidance and decisions, while at the same time overseeing the day-to-day implementation of our financial resources in line with all our statutory and social obligations. You will come on board as we draw up a long-term Financial Strategy and will be expected to contribute strategic input and concrete guidance as we implement our financial goals. You will be part of the Coordination Team which comprises the Director and four Heads of Team and you will line manage our Finance Analyst and Accountant. Your rigorous dedication to CONCORD's transparency and accountability in compliance with the relevant funding rules and accounting principles will be essential in ensuring sound financial oversight.

### Key areas of responsibility

- Financial oversight, planning and budget management:

- Implements CONCORD's Financial Strategy and advises the Director and the Financial Advisory Committee on all finance-related matters.
- Elaborates CONCORD's budgets and oversees forecasts of resource allocation according to our projects and activities.
- Identifies financial risks and opportunities and provides advice on actions to take.
- Reporting and financial analysis for the internal and external stakeholders:
  - Oversees the budget tracking of all income and expenditure by funding stream and in compliance with donors' analytical categories, ensuring no risk of double funding.
  - Liaises with our donors on finance-related matters: the European Commission, the Bill and Melinda Gates Foundation, Robert Bosch Stiftung etc.
  - With the support of our Finance Analyst and Accountant, prepares financial reports, profit and loss accounts, balance sheets.
  - With the support of our Finance Analyst, generates quality information and analysis to support and inform the organisation's decisions, as required by the Secretariat's Budget Owners, the Coordination Team, the Financial Advisory Committee, the Board and the General Assembly.
  - Oversees the evolving improvement of the financial tool, reviews templates and internal procedures and provides guidance to Secretariat colleagues on daily operational processes and activities.
- Cash flow and liquidity management:
  - Monitors the organisation's cash flow.
  - Manages the financial reserves and provides advice on investment opportunities and financial risk management.
- Compliance and risk management:
  - Ensures compliance with financial laws, donor regulations and CONCORD's internal financial policies.
  - Coordinates audits and ensures that reports are prepared in a timely and rigorous manner.
  - Identifies potential risks and implements relevant internal control measures.
- Team management:
  - Supervises and coaches the Finance Team including setting objectives and facilitating professional development.
  - As part of the Coordination Team, contributes to the sound management of the whole Secretariat and promotes a culture of collaboration, efficiency and continuous improvement within the team.

## PERSON SPECIFICATION

The candidate will understand and be committed to CONCORD's vision and purpose. They will be keen to lead a team responsible for ensuring that CONCORD's financial resources are managed effectively and in keeping with our values of integrity, transparency and solidarity.

### Experience:



- Master's degree in an economic/financial field or equivalent experience.
- Minimum 8 years of proven experience as a finance specialist some of which in the non-profit sector.
- Experience in a managerial role.
- Experience producing and presenting financial reports and analysis for different stakeholders (donors, Boards of Directors, staff etc...).
- Experience advising decision making bodies such as Boards, Executive Committees or Finance Committees.

**Skills:**

- Excellent strategic financial management skills.
- Excellent budget oversight skills with a proven track record of monitoring and reporting on grants and/or public funding.
- Excellent analytical and finance reporting skills.
- Excellent communication skills and able to approach complex financial concepts in a clear and understandable manner, both in English and French. (the two working languages of the office and of our external stakeholders)
- Ability to mentor and motivate a team so that all team members develop professionally.
- A keen eye for detail and a proven track record of monitoring and reporting on grants and/or public funding.
- Strong planning and rigorous organisational skills, particularly the ability to plan ahead and ensure timely delegation of tasks.
- Integrity and ability to handle confidential and sensitive information.
- Commitment to CONCORD's transparency and accountability and to the effective use of our resources.
- Team player; proactive; self-starter.
- Perfect command of accounting software, Office 365, etc.

**CONDITIONS OF EMPLOYMENT**

**Duration of Contract:** 60% position permanent contract ("CDI").

**Location:** Brussels, Belgium

**Gross salary:** from €3240 per month, depending on experience and based on the gross full time salary of €5401 as per 10/B level 8 on our salary grid.

**Other benefits:** holiday allowance; 'thirteenth month'; hospitalisation insurance; affiliation to pension scheme; meal vouchers, a teleworking allowance and a monthly commuting allowance on local public transport or by bicycle for the period.

The position reports to the Director.

## HOW TO APPLY

If you are interested, please upload your CV (max. 2 pages, no photo) and 1 page cover letter in the portal below, explaining your motivation and answering the following question “*What are the key elements you would look for to ensure that the financial management of an organisation is sound and secure?*”. The CV and cover letter must be submitted as one document. Only applications and CVs written in English will be accepted.

The closing **date for applications is Monday 20 November 2023 at midday (12:00 PM, CET)**. Applications will be reviewed on a rolling basis and the interviews will be scheduled accordingly. Only short-listed candidates will be contacted. **The ideal start date is as early as possible in January 2024.**

No possibility for visa sponsorship. You should have a valid work permit to work in Belgium.

