



WE'RE HIRING!

Finances & office manager for Zero Waste Europe

About us

The mission of [Zero Waste Europe](#) (ZWE) is to **empower communities to redesign our relationship with resources**. We campaign for zero waste strategies in Europe and beyond, and support local groups who have the potential to drive change in their region. Currently, ZWE is the only pan-European organization specializing in waste issues from prevention to disposal and from local to European levels.

ZWE was created in late 2013 in the Netherlands as an independent, nonprofit foundation with aims to:

- Promote [Zero Waste strategies](#) in Europe and elsewhere;
- Act as a catalyst for European good practices in the field of circular economy, waste and resources;
- Empower local groups to develop community-based strategies for the prevention, reduction, separation, recycling, and composting of waste;
- Promote a responsible treatment of waste and prevention of non-sustainable solutions such as landfilling and incineration;
- Increase awareness about the health effects of the current economy of waste disposal, and promote non-toxic alternatives;
- Promote environmental and social justice.

About you

You are a dynamic, detailed and goal-oriented Finance & Office Manager who can help with finances and supporting the work of the organization in Brussels and internationally.

You know how to run the finances of an organization, organize an office space, create good working conditions, support the management and coach other team members. You can handle responsibility and are ready to play a pivotal role in a medium-sized organization.

You excel at personal relations, are organized, attentive to detail and capable of running different tasks simultaneously.

PRIMARY RESPONSIBILITIES

ZWE's Finance & Office manager will be responsible for:

- The administration of the Brussels' office
- Production of financial management information including the monthly management accounts, annual budgets, forecasts and cashflow projections
- Production of the year-end accounts including filing, disclosures and audit requirements
- Overseeing payroll
- Bank account management and reconciliations



- Organisation's filings to include statutory filing, tax and VAT.
- Bookkeeping of entries for payroll, fixed assets and other general ledger posting
- Processing employee expenses
- Support to HR management
- Drafting and managing contracts with employees, suppliers, consultants, grantees, etc

Person specifications

Experience

Essential	Desirable
<p>At least 3 years' work experience in a broad finance role</p> <p>Experience producing management accounts, budget and cashflow forecasts</p> <p>Experience of using a recognised accounting system</p> <p>Experience of managing an on-line banking system</p> <p>Experience of managing payroll</p>	<p>Experience using Winbooks</p> <p>Experience in management of EU funding;</p> <p>Experience in book-keeping and financial reporting;</p> <p>Experience in business development;</p>

Knowledge, skills and understanding

Essential	Desirable
<p>Qualified accountant</p> <p>Understanding of tax, VAT and statutory filing requirements</p> <p>Proficiency in speaking and writing English and French or/and Dutch</p> <p>Knowledge and experience of Microsoft Office and relevant software applications (e.g. database management) and comfortable with new media technologies;</p>	<p>Other EU languages</p> <p>Knowledgeable in the field of resource & waste management, climate or environmental justice;</p>



Personal qualities

Essential	Desirable
<p>Good interpersonal skills</p> <p>Demonstrated experience in working with people from different cultures and nationalities in a way that facilitates conflict resolution and values community wisdom;</p> <p>Commitment to accuracy, efficiency and a high standard of work</p> <p>Ability to work quickly and independently</p> <p>Ability and willingness to use initiative and take decisions, but also a commitment to team work</p> <p>A strong commitment to Zero Waste Europe's ethos and network structures</p>	<p>Other EU languages</p> <p>Knowledgeable in the field of resource & waste management, climate or environmental justice</p> <p>Curious and willing to learn and get inspired by other fields of work.</p>

LOCATION, COMPENSATION AND WORK ENVIRONMENT:

This is a full-time position and will be based in Brussels.

We offer a competitive salary plus benefits, including health insurance, vacation, maternity/paternity leave, and other similar employment protections. Salary will be negotiated according to local standards and experience. This position could be part-time.

We take pride in our ability to support one another's work in an atmosphere of mutual trust and respect, and look forward to introducing the successful candidate to our welcoming and highly motivated team and members.

EQUAL EMPLOYMENT OPPORTUNITY:

ZWE is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job.

TO APPLY:

Please send your CV and motivation letter to jobs@zerowasteurope.eu by email -no calls, please- no later than February 6, 2017.

Only short-listed candidates will be contacted.