



## Service Civil International (SCI) is looking for a new Finance and Administration Officer (FAO)

### JOB TITLE: Finance and Administration Officer (FAO)

### MAIN RESPONSIBILITIES

Managing the financial systems of SCI: bookkeeping and preparing the accounts for the annual audit.

### STATUS OF POST

The post is based at the International Secretariat (IS) of Service Civil International in Antwerp, Belgium. This is a full-time employment post (37.5 hours/week) on a fixed term (one year contract) under Belgian legislation with foreseen extension.

**You must have the right to employment in Belgium.**

### DETAILED TASK DESCRIPTION

The FAO will be responsible for:

#### 1. Finances (internal and external)

The main task is being responsible for the SCI bookkeeping. This includes:

- managing daily accounting tasks, including bank transactions and invoice entries in the bookkeeping system
- preparing the bookkeeping for the annual audit
- managing the SCI Pink Slip System
- SCI reimbursement forms for travel and expenses and making cash reimbursements in the office
- attending the FACT (Financial Advisory & Consultancy Team) meeting and preparing documents before and after
- preparing the annual budget (a first draft and then updating it with decisions by the International Executive Committee (IEC) / International Committee Meeting (ICM)
- managing the SCI statistics (related to the international workcamp programme), calculating Branch Contributions (BC) and the Volunteer Exchange Fee (VEF) and sending it to branches
- contributing to Global Statistics
- calculating and sending network fee invoices to Partners
- calculating and sending Incoming Volunteer Fee
- managing SCI and non-SCI debtors
- project grants: providing support with the financial aspects of the project, such as processing payments to trainers and venues, maintaining these records in the bookkeeping system, preparing financial reports, supporting to create the project budget and final financial report
- for the ICM: financial report and budget tables with explanatory text
- communication about finances, with branches, Working Groups (WGs), FACT, IEC, Treasurer, International Coordinator (IC).



## **2. SCI Insurance Scheme, supported by the International Insurance Commission (IIC)**

- dealing with the SCI insurance scheme which involves dealing with SCI branches and non-SCI members – recording the provided list into our database and sending attestations as needed
- managing the relation between income (premiums received) and expenses (premiums paid and claims reimbursed)
- respond to enquiries from branches and others
- taking part in meetings and updating insurance committee
- handling claims on regular basis
- calculating and paying the insurance every year
- reporting the number of volunteers insured to the external insurer
- preparing documents and Sending information for Third Party Liability scheme

## **3. Administration and Compliance**

- registering bank details when the Board or staff change
- registering IEC when changes occur
- submitting the tax reports
- updating staff information online
- monthly payroll – contract updates or other issues
- volunteer reimbursement and allowances on monthly basis
- managing train cards, vélo cards
- preparing staff work contracts
- updating staff regulations
- office or staff insurance cases if needed
- office communication with the landlord, ordering stationery, communication with suppliers (telephone, electricity etc.)
- volunteer registrations (if needed)

## **PROFILE OF THE FINANCE and ADMINISTRATION OFFICER**

The ideal FAO should have the following competences:

### **Essential qualifications and competences:**

- Bachelor in Accounting, Finance or equivalent
- commitment to the SCI mission and values
- fluency in English (both oral and written)
- fluency in Dutch for the administration tasks
- a strong background in bookkeeping
- good communication skills
- minimum 3 years' experience of working in finances
- strong organisational skills, ability to multitask and set priorities
- ability to take initiative where appropriate to deal with changing situations in daily work and the organisation.

### **Desirable qualifications and competences:**

- project and financial management skills and experience, especially with Erasmus+
- motivation to travel for meetings and events.
- some knowledge of insurance systems



We are looking for someone who can start on 11 November 2024 or soon after.

**You must have the right to employment in Belgium.**

### **CONDITIONS OF EMPLOYMENT**

- The FAO is directly responsible to the SCI International Coordinator, who supervises the FAO on behalf of the International Executive Committee (IEC).
- The FAO will be based at the Secretariat in Antwerp, Belgium, and will be at times expected to travel for meetings, conferences, and project related duties. Sometimes extended working hours might be needed.
- This is a full-time role for an initial period of one year, with an envisioned extension to a permanent post. There is a 4 months' probation period. Or as noted above, part-time/job-share can be considered.
- The full-time working hours are 37.5 per week with a possibility of flexible arrangement, according to Belgian legislation.
- We offer a dynamic, international working environment, and a competitive salary, based on Belgian standards for the social and NGO sector (full-time salary in the first year will start around 3,111 Euros gross per month), as well as all benefits foreseen by Belgian legislation (paid holidays, travel to work subsidy, etc.).
- There is no subsistence allowance for overnight stays and residential meetings.

SCI is an equal opportunities employer.

**SCI would be happy to hear from suitable candidates and as noted, we are open to part-time/job-share options for the right candidates.**

### **HOW TO APPLY**

If you wish to apply for this post, please send your CV and a motivation letter clearly explaining how your skills match the task description to [recruitment@sci.ngo](mailto:recruitment@sci.ngo) as soon as possible, **no later than 31 October 2024** Please use "Application FAO" as the email subject line.

Please include 2 reference contacts, with an email and telephone number.

The selection process will begin on 1 November 2024.

Shortlisted candidates will be contacted to schedule online interviews.

**If you wish to discuss the role, please feel free to contact the SCI Treasurer - [treasurer@sci.ngo](mailto:treasurer@sci.ngo)**