



Recruitment of a full-time Office Manager

Victim Support Europe (VSE) is the leading Europe-wide umbrella organisation for victims of crime. It is a dynamic organisation, going through an exciting period of expansion and development. It currently consists of 43 organisations from 26 countries including 22 Member States of the European Union plus Russia, Serbia, Switzerland and the USA.

VSE advocates on behalf of victims, to strengthen their safety and security rights and protection throughout Europe. The organisation aims to ensure that every victim in Europe is able to access information and support services in the aftermath of crime, regardless of where the victim lives or where the crime took place.

VSE is currently looking for a full time Office Manager. The candidate should have 5-10 years of relevant experience. The post holder will manage VSE office in Brussels, be responsible for financial reporting (internally and to donors), for the organisation of VSE events and will have some responsibilities for staff management. The post holder will also make sure that VSE fulfils its legal obligations as an AISBL.

The post holder will report directly to the Executive Director whilst working closely with the other staff members. The post will be based in our head office in Brussels but travel will occasionally be required.

Key responsibilities

- Overall coordination and administration of Victim Support Europe's head office in Brussels including logistics and some HR responsibilities (managing the Administrative Officer and potentially some of the volunteers; developing HR policies and appraisal systems; etc);
- Management of the financial system (overseeing daily bookkeeping, payments and invoicing; budget drafting and controlling; production of internal and external financial reports; coordination of internal and external financial audits; procurement management);
- Coordination and production of annual reports (internal reports + reports to donors);

- Coordination and production of EU grants applications as well as other applications for funding;
- Organisation of internal meetings as well as external events and conferences including follow-up and reporting;
- Management of all records and filing systems;
- Coordination of communication with national member organisations;
- Administrative support to Victim Support Europe's Executive Board and Executive Director

Skills & Experience

General requirement

- Hold a university degree
- 5-10 years of relevant experience
- Applicants must have the legal right to work in the EU. VSE cannot assist non-EU Nationals to obtain a work permit or help with relocation costs.

Technical Skills

- Excellent oral and written communication skills in English and in French. Knowledge of another EU language is an advantage.
- Excellent organizational, financial and administrative skills.
- Proven experience in financial reporting to the European Commission and other donors. Good knowledge of Belgian legal requirements for financial reporting and of Belgian accounting rules is a strong advantage.
- Experience in organizing events and meetings, in particular with the EU institutions
- Experience in working in the NGO sector is an advantage.

Personal Skills

- Ability to prioritise workload and meet deadlines
- Excellent interpersonal skills and ability to work as part of a team
- Tactful, diplomatic and non-judgmental, able to relate to people in all situations
- Flexible – post holder will be required to travel occasionally
- Customer focused; able to relate to staff and volunteers at all levels

- Very organised with a strong attention to detail.

Terms of the contract

The position of Office Manager is full-time (38 hours/week) for an initial 12 month period with the possibility of extension.

Desired starting date of assignment: as soon as possible for the selected candidate.

Salary to be determined based on experience.

Application

The application should include a motivation letter outlining

- why the applicant wants the job
- what special attributes the applicant would bring to the job
- what skills, knowledge and experience the applicant has which are transferrable to this position

The application should also include a CV as well as any other relevant information. A minimum of two references that may be contacted during the recruitment process should be mentioned.

Please send your application only electronically to recruitment@victimsupporteurope.eu

The deadline for sending applications is 19 September 2016. A first round of interviews will take place on 26 September 2016.

Please note that only short-listed applicants will be contacted. Travel costs for interviews in Brussels will not be reimbursed.