



**ENSP**

European Network  
for Smoking and Tobacco Prevention

## ENSP Junior Administration and Finance Officer

### Job Description

Brussels, 12 September 2017

#### Background information

*The European Network for Smoking and Tobacco Prevention (ENSP), created in 1997, is an international non-profit organisation, based in Brussels striving to achieve a Europe free from tobacco and tobacco-related illnesses. ENSP is funded through membership fees, grants, projects, donations and an operating grant under the European Commission's Public Health Programme.*

*The activities that ENSP conducts in order to attain its purpose are:*

- To focus in priority on co-ordination and consensus-building, education, prevention and cessation;*
- To facilitate the creation and development of national and international alliances for smoking prevention and tobacco control in Europe, as well as support for their actions;*
- To promote collaboration amongst member organisations and support their actions;*
- To stimulate and participate in joint projects at national and international levels;*
- To undertake the collection, distribution and exchange of information relevant for tobacco control to the members of the network, non-governmental organisations, intergovernmental organisations, national governments all over Europe and the institutions of the European Union;*
- To sponsor, promote and organise education and training seminars, conferences, missions and exhibitions on matters relevant to smoking and tobacco prevention and cessation.*

#### JOB DESCRIPTION

Working within a very small and polyvalent team in the Brussels office, the ENSP Administration and Finance officer will deal with various tasks related to day-to-day running of the office, ensuring proper financial, administrative and HR service to support a 5 person team, the association board and broader membership. The Administration and Finance Officer will report to the ENSP Secretary General and work closely with the ENSP Projects officer. Full-time position – one-year contract, with extension possibilities

**MAIN RESPONSIBILITIES:**

- Annual budget, accounts and regular financial reports / declarations
- EU funded project financial planning and reports
- ENSP accounting system encoding and follow up
- Manage payroll process with external payroll provider (social secretariat)
- Manage contractor invoices, members reimbursement claims and staff expenses claims
- Initiate and record payments
- Coordinate annual membership invoicing and collection
- Liaise with the external accountant and auditors
- Work closely with different members of the Secretariat for planning, budgeting and reporting
- Organize internal meetings (Board, General Assembly and weekly staff meetings)
- Contribute to the general effort to strengthen the ENSP position where and when needed
- Support in the organisation of internal events and meetings
- Attend internal/external meetings and conference calls

**REQUIREMENTS:**

- Min. 3-5 years of experience at working in administration and finance, preferably in an NGO, association or institution in Brussels
- Experience and/or strong academic background with Belgian accounting practices and social law (payroll, employee enrolment, etc.)
- A very organized and structured person able to plan activities and ensure timely implementation
- Proficiency with MS office tools and excellent command of MS Excel required
- Good organisational skills and ability to prioritise workloads
- Ability to work under pressure and to tight deadlines
- Good level of English as well as fluent French is required
- Team spirit and flexibility

The ENSP Junior Administration and Finance Officer will be asked to sign a Conflict of Interest declaration in relationship with the Tobacco Industry and their front groups.

This position is on a full time one-year contract basis, with extension possibilities.

**Monthly salary depending on experience: around 1.700€ (after tax and Social Security contributions of 45%)**

**Application:**

Send directly your CV and a cover letter by **Friday 29 September 2017** explaining point by point how your profile corresponds to the job requirements at [cornel.radu@ensp.org](mailto:cornel.radu@ensp.org)