



IFM-SEI
Rue Joseph II 120, 1000 Brussels, Belgium
www.ifm-sei.org

IFM-SEI Bookkeeping + Office Secretary job description

Location: Brussels, Belgium

Contract: Permanent

Last reviewed: April 2024

Overall role

The IFM-SEI Office and Bookkeeping Administrator is responsible for the management of the IFM-SEI office, bookkeeping and financial administration.

Responsibilities:

- Manage the day-to-day administration of the organisation
- Manage the bookkeeping and financial administration of the organisation and projects
- Provide monthly financial reports to the Operations Manager
- Administer the legal registration and relevant processes of the organisation with the legal representative
- Manage the office rent, materials and general upkeep
- Coordinate logistical arrangements of events and undertake administrative tasks
- Support the coordination of logistics for statutory meetings
- Respond to questions and queries of member organisations if needed
- Update templates, forms and reference documents of the organisation
- Provide regular updates to the Operations Manager and the Presidium of IFM-SEI
- Contribute to the daily running of the secretariat, such as answering emails and making travel bookings
- Provide translations where appropriate

Essential requirements:

- Demonstrated commitment to the aims and principles of IFM-SEI
- Strong understanding of Belgian legal procedures
- Knowledge of the Belgian social security system
- Knowledge of HR processes
- Experience of bookkeeping and financial administration
- Demonstrate strong IT and communication skills.
- Fluency in spoken and written English
- Fluency in French and/or Dutch
- Demonstrate the ability to work on your own initiative and independently.



- Ability to work as part of an international team.
- Enthusiasm, energy, and flexibility

Desirable requirements

- Working knowledge of IFM-SEI
- Experience of report writing requirements for institutions and statutory bodies
- Knowledge of European funding programmes, such as Erasmus+ and/or European Youth Foundation
- Educated to degree level
- Knowledge of Spanish would be an asset
- Knowledge and experience of international youth organisations

Working conditions

The contract is 38 hours per week and will be based in the IFM-SEI office in Brussels, Belgium. Some weekend and evening work will be required, and days off will be offered as compensation - no financial compensation will be offered for extra hours worked.

Financial conditions

- Permanent contract at 38 hours per week
- Monthly salary of €2.900 gross + benefits
- Meal vouchers
- Full insurance and hospitalisation cover via Solidaris

How to apply

All applications should include a CV and a Cover Letter in English, showcasing your passions and skills; these documents should be in a single PDF file, ideally not exceeding 4 pages. Please send the requested documents to recruitment@ifm-sei.org by **Friday the 14th of June at 12:00 PM CEST**.

Shortlisted candidates will be asked to join a first round of interviews, which is set to take place in our Brussels office between the 24th and the 18th of June. The final interviews will take place online between the 1st and the 3rd of July, and the chosen candidate will be contacted shortly after.

We can't wait to hear from you!