

SOS Children’s Villages International is the umbrella organisation for the global federation of SOS Children’s Villages. As a non-governmental social development organisation we support children without parental care and families in difficult living conditions through services in care, education, health and emergency relief, and we advocate for the rights of children and young people, in alliance with a great diversity of partners. We work in 135 countries and territories, reaching over one million children, young people, families and caregivers each year. To support us with this important responsibility we are now looking for a committed:

**Finance and Administration Advisor (f/m)
27 hrs./week**

**Location:** International Office, Brussels/Belgium

**Mission of the Position**

As part of the Liaison and Advocacy (L&A) team, the Finance and Administration Advisor reports directly to the Head of Global Advocacy and ensures the running of human resources, finance, IT and general administration of the L&A and Institutional Partnership (IPD) teams in the Brussels Office. Occasional indirect support to other L&A locations (New York, Geneva). Liaises with the International Office (IO) Finance and HR departments, SOS Children’s Villages Belgium, Switzerland and USA. Formalises and regularly improves processes to serve the best the L&A team on administrative and financial procedures in accordance with the SOS Children’s Villages International rules and the local laws. Manages social, legal issues, IT and payroll in partnership with external service providers. Facilitates and organises internal meetings and participates in meetings within SOS Children’s Villages International when relevant for the function

**Tasks and Responsibilities**

* Ensure the running of human resources, finance, IT and general administration of the L&A and IPD team with direct (for Brussels-based) and indirect (for other L&A locations) support to the teams, including the liaison with the IO finance and human resources departments, SOS Children’s Villages Belgium, Switzerland and USA
* Formalise and regularly improve / train and support the L&A and IPD team on administrative and financial procedures in accordance with the SOS Children’s Villages International rules and the local laws
* Manage social and legal issues, IT and payroll for the Brussels-based L&A and IPD team members
* Provide support to the L&A and IPD teams in terms of HR, administration and logistics
* Organise and facilitate internal meetings and participate in meetings within SOS Children’s Villages International when relevant for the function

**Requirements**

* University Degree in Business Administration with focus on finance and/or HR, or equivalent technical diploma or higher level certification in a relevant subject
* 5 years of proven relevant professional experience in management of HR, Finance and Administration
* Strong knowledge and practice of HR Belgian laws and ideally in an international context
* Good knowledge of accounting practice and financial obligations towards the Belgium State
* Excellent knowledge of written and oral French and English; knowledge of Dutch is an advantage
* Capacity to manage small but complex budget, analyse it and simply communicate on it
* Strong analytical capacity and good organisational skills with a solid computer literacy
* Ability to work in a multicultural environment with a similar experience in an international setting and working with remote team members
* Ability to organise and manage her/his own workload combined with a strong focus on being client and solution oriented
* Skills in meetings facilitation and knowledge management are an asset
* EU citizenship or a valid working permit for Belgium is required

**We offer**

* Varied scope of tasks in a multucultural working environment and the possibility to support our meaningful mission
* As a responsible employer we provide a range of training schemes and encourage educational enhancement
* A salary that will be commensurate with experience and qualification

If you are interested in this position, please send your detailed e-mail application **by 24 April 2019** at the latest to personal@sos-kd.org, *SOS-Children’s Villages International,* [*www.sos-childrensvillages.org/*](http://www.sos-childrensvillages.org/)*.*