

## Job Vacancy for Office Manager

### About European Cyclists' Federation

We are the European federation of cyclists' full members and associate members representing people in 89 organizations in over 40 countries.

We are the international voice of cyclists in a European civil society and the world's largest and best-known international cyclists' advocacy and umbrella organization.

We are focusing on the development of cycling as an accessible and attractive mode of transport, leisure and tourism for all people.

### By 2030 we are aiming for

Cycling levels to be at least doubled to a 15% of trips in Europe

The rate of 'cyclists killed or seriously injured per km' in Europe to be decreased by 50%

### ECF's approach and activities

International advocacy, promotional activities and projects for cycling

Supporting national advocacy through member groups, partners, networks and supporters

Building international support and resources for cycling

Supporting demonstration projects, research and development of new approaches

Supporting education and training

Organizing, attending and promoting events e.g. the ECF Velo-city Series

### Job title – Office Manager (Stream Leader HR, Accounting, Admin and IT - Level 5)

### Main responsibilities

This complex and hands-on role will involve various tasks in operational management of the organisation. It will include human resources, administration, office management, accounting and IT. The person will report to the two co-heads of the organisation.

#### Human resources management:

- To prepare salaries for processing by social secretariat
- To manage staff files, contracts, changes in regimes, staff induction and farewells
- To implement and execute organizational policies and procedures
- To ensure effective communication and change management together with the new two co-heads of the organisation
- To be the first contact for employees on a daily basis in terms of Belgian Law, HR related questions and issues

- To liaise with external services providers regarding personnel files, work regulations, pension schemes and insurance
- To keep updated on labour regulations and ensure organizational compliance with local and national regulations
- To be responsible for managing and coordinating all training plans, induction, health and safety assessments and reports
- To manage and control time sheets and provide daily rates and staff costs for project and audit purposes
- To manage and participate in recruitment of staff and interns
- To support the organisation in creating a strong, healthy and happy work environment and culture

### **Administration, IT and Office Management:**

- To manage smooth running of the offices and daily operations by controlling correspondence, designing filing systems, assigning and monitoring clerical functions with support of an intern
- To manage office supplies and equipment
- To manage all repairs and maintenance
- To support daily communication processes
- To increase efficiency and productivity by improving current procedures and recommending cost savings solutions
- To design and implement office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments
- To manage all IT issues with remote help of external IT company based in the Netherlands
- To manage all administrative and office management tasks
- To liaise with Board Members and external visitors
- To prepare Board Meetings together with the two co-heads of the organisation and Board Secretary (3-4 times a year)
- To prepare and send legal publications for Moniteur Belge and different authorities

### **Accounting Management:**

- To liaise with external accountant and oversee bookkeeping in Sage (previous years in Winbooks)
- To perform the coding of the supporting documents (invoices, expense reports, cash transactions etc.)
- To achieve financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions together with the Stream Leader responsible for budgeting
- To maintain open communication with management, accountant, auditors and teams
- To manage and process all incoming and outgoing payments and provide financial reports
- To issue outgoing invoices

- To prepare and manage internal and external audits and year-end procedures
- To monitor, manage and process financial documents, ensuring that they comply with the rules and regulations
- To budget, forecast and manage her/his cost centres (streams)
- To provide budgetary information and supporting activities for project and grant applications
- To manage and provide support in reporting for projects and grants

## Ideal candidate profile

- **Academic background:** Minimum a Bachelors' degree or equivalent by experience in relevant field of accounting, administration, HR or office management
- **Professional background:**
  - At least 3 years of experience in office management or administration
  - Experience in accounting and controlling
  - Experience in HR admin
  - Experience of managing staff and/or interns
  - Experience of creating and managing a budget
  - Experience of successfully prioritizing tasks in order to respect the deadlines
  - Sense of ownership, responsibility and pride in your performance and its impact on association's success
  - Knowledge of recruitment practices
- **Tools:**
  - Proficiency in Microsoft MS Office
  - Knowledge of accounting software (Sage would be an advantage)
  - Knowledge of basic IT systems
- **Core competencies:**
  - Good diplomacy skills
  - Good time-management skills
  - Great interpersonal and communication skills
  - Critical, analytical and strategic thinker
  - Good problem-solving skills
  - Team Player
  - Detail oriented and good organisational skills
  - Positive personality
  - Good understanding of basic IT infrastructure
- **Languages:**
  - Excellent writing and oral communication in English (drafting documents, analysis and reports). The working language of ECF is English
  - Very good knowledge of French or Dutch
  - Any other European language is an asset

## Offer

ECF offers an employment package in line with similar non-government organizations based in Brussels. Our package includes flexible working hours with a good life-work

balance, 20 legal vacation and 10 extra-legal vacation days, cycling to work allowance and train allowance, lunch vouchers and an extra legal pension scheme.

## How to apply

**Please submit your CV and motivation letter no later than Tuesday, 31 December 2019 midnight CET and be available for the interview in the week 2 (starting 06/01/2020).**

The application must be exclusively submitted in an electronic format to the e-mail address: [hr@ecf.com](mailto:hr@ecf.com)

We would like to thank in advance all interested applicants. Due to a large number of applications, only shortlisted candidates will be contacted.

## Disclaimer

The ECF is an equal opportunity employer and welcomes the applications of all qualified candidates irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities. You need to have a legal right to work in Belgium in order to be considered for this position.

The ECF promotes an efficient use of resources in order to improve its effectiveness. Employees are requested to actively accomplish this goal.