



Job Title: Finance and Administrative Officer

Job Overview

Location: Brussels Based

Reporting to: EONS Chief Operating Officer (COO)

Starting date: As soon as possible

Contract: Contrat à durée indéterminée (CDI)

Job Objective

The European Oncology Nursing Society (EONS) is looking for a Finance and Administrative Officer who will be responsible for providing financial and administrative support for day-to-day running of EONS. The ideal candidate for this role has expertise in finance and administrative work and is passionate about their work, has a keen eye for detail, and is comfortable adapting to new challenges as they arise.

The candidate should be content with doing the job to the best of candidate's abilities and have a strong focus on the follow-through of tasks. A kind and professional attitude is essential, as well as the ability to work collaboratively with a diverse team. Additionally, the candidate should be proactive in identifying areas for process improvement and have strong communication and problem-solving skills.

The Finance and Administration Officer should be a current resident in Belgium and will report directly to the EONS Chief Operating Officer (COO).

About the Organisation

European Oncology Nursing Society (EONS) is a leading pan-European membership organization dedicated to supporting cancer nurses. With nearly 28,000 members from all over Europe, EONS represents the largest group of healthcare workers in the oncology workforce. EONS is committed to advancing the field of cancer nursing through research, practice, continuing education, communications, and advocacy, with a focus on improving the recognition of cancer nursing throughout Europe.



Primary Responsibilities

The scope of financial duties (approx. 50% / 2 days) includes, but is not limited to:

- Maintaining a comprehensive record of financial documents in both digital and hard copy formats
- Coding and authorisation of invoices
- Processing and verification of expenses
- Oversee the processing of registration payments for various events
- Preparing company credit card statements for approval by completing the credit card lines with original invoices and receipts
- Conducting a periodic reconciliation of all accounts
- Support with financial and projects analytics and reporting
- Preparing and transferring accounting records, such as coded invoices, expense claims, receipts, and vouchers to an external accounting firm for bookkeeping purposes
- Coordinating payroll, including tracking employee hours
- Maintaining the contracts register
- Follow up on a weekly basis related to the membership process (applications/payments)
- Weekly preparation of payment runs
- Keep accurate and up-to-date records of budget components, including any changes or updates
- Responsible for maintaining positive relationships with our suppliers and ensuring that any ongoing issues are addressed promptly and effectively
- Support the COO in making the budget and budget forecasting

The scope of administrative work (approx. 50% / 2 days) includes, but is not limited to:

- Provide support to the day-to-day office management
- Collaborate with the COO and cross-functional team members to develop and execute virtual and hybrid events
- Support in secretariat work of the association
- Support in maintaining contact databases in line with the GDPR regulation, and respond to members' inquiries
- Teamworking/Communication with team members on all day-to-day activities



General Skill Specifications

Having prior experience in finance, and administrative work is a key requirement for the role, as it requires a strong understanding of financial/administrative concepts and principles in working in a structured manner, able to prioritise and be of service to the EONS and its members.

The ideal candidate should be comfortable working in finance but with administrative work. Proficiency in Notion, MS Teams functionality, Open Platform software, and MS Office is highly valued. In summary, a solid foundation in finance and expertise in Excel will be essential for success in this role.

Along with technical expertise, the candidate should possess strong soft skills as he/she should be able to work effectively with others as part of a team, while also being capable of taking on additional responsibilities as needed. Candidate should be an active listener, able to understand and communicate effectively with colleagues and clients alike.

Additionally, a strong ability to solve complex problems is essential, as well as a high degree of emotional intelligence, allowing the candidate to navigate challenges with tact and diplomacy. Overall, we are seeking a candidate who is adaptable, open-minded, and able to thrive in a fast-paced environment.

- Qualifications should include a university degree or equivalent, or a secondary education coupled with a track record of success in financial/administrative roles
- Strong organizational skills, with the ability to effectively manage financial tasks and priorities
- Excellent communication skills, with the ability to effectively convey information to colleagues and stakeholders
- Working language is English (speaking and writing) and French/Dutch is an additional plus.
- Strong interpersonal skills, with the ability to build and maintain positive relationships with team members and external partners
- Shows a high level of discretion and professionalism when dealing with confidential matters.
- Collaborative team player, with the ability to work effectively in a team environment



The Role Offers the Successful Candidate

- Gain valuable exposure to the inner workings of a non-profit organization and expand your skillset across various areas in a health sector
- Be part of a team working towards a shared mission of improving cancer care across Europe
- Contribute to the advancement of cancer nursing in Europe and make a meaningful impact on people's lives, all while enjoying a supportive and flexible work environment.
- Join an organization with a strong commitment to making a positive difference in the world and use your skills to help drive meaningful change
- An employee contract with additional benefits

Application

We are looking for applicants who have the legal right to work in the EU and are already based in Belgium. As this role requires a significant amount of time and effort, we are looking for candidates who have fully completed their studies.

If you meet these criteria and are interested in applying, please submit a CV and motivation letter (1 A4), along with your earliest possible starting date and any required notice period, to: eons.secretariat@cancernurse.eu with the subject line " **Finance and Administrative Officer Application**".

While we will acknowledge the receipt of each application, please note that we will only be able to follow up with candidates who are selected for the first interview stage.

Application deadline: **11th of September 2023** noting that interviews will commence before that deadline. Recruitment is intended to be completed as soon as possible.