

Finance and HR Manager, EuropaBio

EuropaBio, the European Association for Bioindustries (www.europabio.org) promotes an innovative and dynamic European biotechnology industry. EuropaBio and its members are committed to the socially responsible use of biotechnology to improve quality of life, to prevent, diagnose, treat and cure diseases, to improve the quality and quantity of food and feedstuffs and to move towards a bio-based and zero-waste economy.

EuropaBio is now seeking a motivated and resourceful person to join its dedicated team of professionals as its Finance and HR Manager.

The role:

As a Finance and HR Manager you will report to the Secretary General and you will be responsible for a variety of tasks linked to the smooth running of the daily operations of the office. Your key responsibilities will include:

- (Finance)Managing EuropaBio's accounts (invoicing ,payments & supporting the external accountant)
- Monthly Financial reports and budget control with support to the Secretary General & Treasurer
- Financial reporting to the board.
- Membership invoicing and Administration follow up
- (HR)Partner in Employee Relations
- Managing Employment Contracts
- Processing salary, Compensation and Benefits Administration
- Recruitment
- Team activities
- Update all related Procedures and Policy.

Profile and Skills:

- Bachelor degree or more in Finance / HR / Office Administration
- At least 5 to 10 years of work experience inclusive HR, Finance and Office Management preferable within an association. Familiar with the Brussels environment.
- Management of employment relations (HR) and thorough knowledge of the Belgian employment Law.
- A motivated, outgoing, positive team player, able to work equally well independently and in small teams.
- You are fluent in English (working language), French and Dutch
- Strong analytical and synthesis skills with the ability to find consensus.
- Action-driven and results oriented.
- Strong project management and organisational skills.
- Ability to work to tight deadlines in a structured way.
- You like to take responsibility and are able to organise yourself
- You have high quality standards and an attention to detail
- Generally speaking, you are a team player, attentive to details, proactive, a clear communicator, and willing to learn.
- Keen to work in a multi-national and multicultural environment with people from a broad range of backgrounds and skill sets

EuropaBio offers:

- An opportunity to gain broad experience within an innovative, multinational European association;
- Wide-ranging, varied and interesting responsibilities and the opportunity to work within a highly motivated, well-regarded professional team;
- An attractive remuneration package that reflects the importance of this position.

To apply, please send a CV and motivation letter to c.defeyter@europabio.org by 15 November 2018.