



## SERVICE CIVIL INTERNATIONAL

Belgielei 37, B-2018  
Antwerp, Belgium  
Tel: +32 (0)3 226 57 27  
[info@sci.ngo](mailto:info@sci.ngo)  
[www.sci.ngo](http://www.sci.ngo)

### **Service Civil International (SCI) is looking for a new Finance and Administration Officer (FAO)**

#### **JOB TITLE: Finance and Administration Officer (FAO)**

#### **MAIN RESPONSIBILITIES**

Managing the financial systems of SCI: bookkeeping and preparing the accounts for the annual audit.

#### **STATUS OF POST**

The post is based at the International Secretariat (IS) of Service Civil International in Antwerp, Belgium. This is a full-time employment post (37.5 hours/week) on a fixed term (one year contract) under Belgian legislation with foreseen extension. (Part-time/job-share can also be considered).

**You must have the right to employment in Belgium.**

#### **DETAILED TASK DESCRIPTION**

**The FAO will be responsible for:**

##### **1. Finances (internal and external)**

The main task is being responsible for the SCI bookkeeping. This includes:

- preparing the bookkeeping for the annual audit
- managing the SCI Pink Slip System\* (an internal IOU system)
- SCI reimbursement forms for travel and expenses and making cash reimbursements in the office
- attending the FACT (Financial Advisory & Consultancy Team) meeting and preparing documents before and after
- preparing the annual budget (a first draft and then updating it with decisions by the International Executive Committee (IEC/Board) / International Committee Meeting (ICM/AGM)
- managing the SCI statistics (related to the international workcamp programme) and calculating Branch Contributions (BC) and the Volunteer Exchange Fee (VEF)



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- managing SCI debtors
- project grants: some support with financial reports and preparing the final financial report
- for the International Committee Meeting (ICM): financial report and budget tables with explanatory text
- communication about finances, with branches, Working Groups (WGs), FACT, International Executive Committee (IEC), Treasurer, International Coordinator (IC)

*\*training will be given for in-house systems.*

### **2. SCI Insurance Scheme, supported by the International Insurance Commission (IIC)**

- dealing with the SCI insurance scheme which involves dealing with SCI branches and other NGOs
- managing the relation between income (premiums received) and expenses (premiums paid and claims reimbursed) and safeguarding the reserves
- respond to enquiries from branches and others
- setting up a system for the new Third Party Liability scheme

### **3. Administration and Compliance**

- involves registering bank details when the Board or staff change
- registering IEC when changes occur
- submitting the tax reports
- updating staff information online
- payroll – contract updates or other issues
- managing meal cheques, train cards, velo cards
- preparing staff work contracts
- updating staff regulations
- office or staff insurance cases if needed
- office communication with landlord, ordering stationery, communication with suppliers (telephone, electricity etc.)
- volunteer registrations (if needed)

## **PROFILE OF THE FINANCE and ADMINISTRATION OFFICER**

The ideal FAO should have the following competences:

### **Essential qualifications and competences:**

- motivation and commitment to the SCI mission and values



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- fluency in English (both oral and written)
- fluency in Dutch for the administration tasks
- a strong background in bookkeeping
- some knowledge of insurance systems
- good communication skills
- minimum 3 years' experience of working in finances
- strong organisational skills, ability to multitask and set priorities
- ability to take initiative where appropriate to deal with changing situations in daily work and the organisation.

### **Desirable qualifications and competences:**

- project and financial management skills and experience, especially with Erasmus+
- motivation to travel for meetings and events.

We are looking for someone who can start 02 March 2020 or soon after.

### **You must have the right to employment in Belgium**

### **CONDITIONS:**

1. The FAO is directly responsible to the SCI International Coordinator, who supervises the FAO on behalf of the International Executive Committee (IEC).
2. The FAO will be based at the Secretariat in Antwerp, Belgium, and will be at times expected to travel for meetings, conferences, and project related duties. Sometimes extended working hours might be needed.
3. This is a full-time role for an initial period of one year, with an envisioned extension to a permanent post. There is a 4 months' probation period. Or as noted above, part-time/job-share can be considered.
4. The full-time working hours are 37.5 per week with a possibility of flexible arrangement, according to Belgian legislation.
5. We offer dynamic, international working environment, and a competitive salary, based on Belgian standards (full-time salary in the first year will be 2100 euros gross per month), as well as all benefits foreseen by Belgian legislation (meal cheques, paid holidays, travel to work subsidy, etc.).
6. There is no subsistence allowance for overnight stays and residential meetings.

SCI is an equal opportunities employer.



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**SCI would be happy to hear from suitable candidates and as noted, we are open to part-time/job-share options for the right candidates.**

**HOW TO APPLY:**

If you wish to apply for this post, please send your CV and a motivation letter clearly explaining how your skills match the task description to [coordinator@sci.ngo](mailto:coordinator@sci.ngo) as soon as possible, **not later than 20<sup>th</sup> January 2020**. Please mention if you are interested in full-time employment or part-time.

Please use "Application FAO" as the email subject line.

Please include also 2 reference contacts, with an email and telephone number.

The selection process will begin from the issue of the call on 27 November 2019.

Shortlisted candidates will be contacted to schedule Skype interviews.

**If you wish to discuss the role, please feel free to contact the SCI Treasurer - [treasurer@sci.ngo](mailto:treasurer@sci.ngo)**