

Part time Finance & Operations Manager

About Positive Money Europe:

Positive Money Europe (PMEU) is a not-for-profit organisation whose mission is to make the money and banking system support a fair, democratic and sustainable economy. We are the leading campaign group scrutinizing the activities of the European Central Bank (ECB) and running campaigns and advocacy in the field of monetary policy, Eurozone economic governance and sustainable finance.

Positive Money Europe operates as the European counterpart organisation to Positive Money UK, a fast-growing London-based organisation pursuing the same mission in the UK. Following our successful "Quantitative easing for People" campaign targeting the ECB, in May 2018 we launched Positive Money Europe.

Since 2018, we have created a strong and diverse network of experts, politicians and influencers who want to support our mission. We have established ourselves as a credible advocacy group on topics related to the ECB. For example, we provide regular comments in the media (including Reuters, Bloomberg, Le Monde, and the Financial Times). We release policy reports and hold events to propel debate on key and pressing issues. Throughout our work with Members of the European Parliament, we successfully pushed the European Central Bank to take climate change seriously and start looking at alternative policies.

Positive Money Europe is well connected with the community of NGOs and academics working on the field of finance, climate and EU macroeconomic policy. We share our office with Finance Watch in Brussels and have established multiple partnerships with other nonprofits organisations across Europe.

About the role:

Positive Money Europe is in an exciting phase of growth and seeks to hire a new dedicated manager to oversee the organisation's finances and operations, and develop systems to support its continued expansion. You will manage all aspects of our finances, HR and operations, and work closely with the Executive Director to support them on all resourcing matters. You will also work closely with the Chief Operating

Officer of our UK counterpart organisation Positive Money on cross-organisational matters. As Positive Money Europe is still a quite new organisation, this is an exciting opportunity for a capable finance and operations professional to join us in our early stages, shape the internal systems that will sustain the organisation for years to come, and facilitate its continued growth. As Positive Money Europe is still small, the role is part-time, but if the organisation continues to grow at its current rapid rate we envision it could become a full time role in time.

About you:

- You'll be a highly efficient administrator who has run budgets.
- You'll be confident in dealing with financial information, and have experience in managing some or all of an organisation's finances, in particular the management of restricted grants.
- You'll have solid experience across a range of operations functions, including facilities, HR & IT.
- You'll be a clear analytical thinker with energy and drive, as well as sound judgement
- Positive Money Europe is a small team that works closely together, so you will also be someone who is capable of juggling multiple tasks, and who enjoys chipping in where help is needed.
- You'll be excited about working in an organisation that develops a new type of culture based on innovation, trust, and open-mindedness.

Key responsibilities and main tasks:

- Day to day financial management, including working closely with an external book-keeper to process payments, categorise all income and expenditure, and approve expenses.
- Produce quarterly management accounts and report on them at quarterly meetings to our small board of non-executive directors.
- Work with an external accountant, and our board Treasurer, to produce annual accounts each year.
- Manage the allocation of restricted grant funds and produce expenditure reports for funders on how grants are spent.
- In particular, to closely manage the budget and reporting requirements of a grant from the European Commission for a series of citizen's workshops, and work closely with the team and our partner organisation on the project.

- Support fundraising applications and produce project budgets for them.
- Ensure the smooth running of all daily operations including IT, office management, HR, accounting & finance.
- Develop administration systems, measure the efficiency of operations processes and find ways to improve them.
- Take responsibility for all HR matters including contracts, payroll (with support of external contracting payroll manager), recruitment, and inductions for new staff.
- Develop remuneration policy and provide a system for salary grading, personal development and/or training, & benefits.
- Develop other HR, finance and operations policies as needed.
- Support staff travel and accommodation needs.
- Schedule and attend board meetings, work with the Executive Director to prepare all papers for meetings and ensure minutes are written up.
- Provide end-to-end logistical support for online or offline events, including finding & securing venues & suppliers.

Person Specification

Essential experience and skills

ESSENTIAL:

- Fluency in English (both written and spoken, and comfortable with financial terminology in English)
- Strong skills in financial analysis, budgeting, and daily financial management.
- Experience of managing small to mid-sized budgets (e.g. EUR 50k - 300k per year). This could be a programme or project budget in a large organisation, or full company finances for a small organisation.
- HR knowledge, ideally within Belgian law, but HR experience in other countries is similarly valuable
- Office management & IT experience
- Ability to problem solve complex organisational issues
- Logistics experience
- Project management
- Risk management
- High attention to detail
- Excellent interpersonal and communications skills, needed to work closely with a small team, and a range of external contractors, funders and stakeholders.

DESIRABLE

- Good knowledge of relevant Belgian tax, employment, legal and other regulations for nonprofit organisations.
- Financial / accountancy qualifications

Values and behaviours:

- Be self-reflective with a high degree of empathy and self-awareness.
- Be committed to our vision for a fair, democratic, and sustainable money system.
- Enjoy working with a high level of autonomy, trust, and open-mindedness.
- Be committed to working in an innovative and collaborative way.
- Friendly and professional manner.
- High degree of maturity and able to respond positively in pressured situations
- Ability to work well alone or within a team, as required, and be self-motivated.
- Ability to multi-task and manage interruptions.

Terms and Conditions

Contract: Permanent part-time employment contract. 2-4 days per week negotiable.

Reporting to: the Executive Director of Positive Money Europe

Hours: 15-30 hours a week, the post holder would be expected to work on occasional evenings or weekends for time off in lieu.

Holiday: 24 days plus Belgium national holidays, pro rata for part time hours

Remuneration : Full time rate of EUR 28-38k gross annual salary depending on experience, pro rata for part time hours, plus 4.5% supplementary pension scheme.

Location: Brussels (or working from home depending on the Coronavirus crisis development)

Start date: Ideally by 1st September 2020, or later depending on candidate's availability.

Application Process

Please fill in the application form [available here](#) and send it by email to recruitment@positivemoney.org.uk

Closing date for applications: Monday 20th July at 8 am CET

Interviews: will take place by teleconference between 27 - 30th July.

Positive Money is committed to providing equal opportunities for everyone regardless of their background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but, as women and Black, Asian and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups.

If you have any queries about the role and would like to have an informal chat - we would love to talk to you. Please contact Positive Money UK's Chief Operating Officer, Paul Delaney on paul.delaney@positivemoney.org.uk.