

SACAR aisbl, a Brussels-based not-for-profit organisation managing several European & international trade associations representing businesses active in the trade of agri-food products, is looking for an

**ADMINISTRATIVE AND FINANCIAL ASSISTANT (freelance, part-time, remote)**

to start as soon as possible

**Main tasks:**

1. Office management:
  - Liaison with building administrators and various service providers
  - Follow-up of suppliers' contracts
  - Collecting information from the members and preparing documents (e.g. for publication in the Moniteur belge, etc)
  - Electronic filing
  - Other general administrative tasks required for the optimal functioning of the office
2. Human resources:
  - Payroll and associated tasks
  - Holiday planning
3. Financial management & administration (budgets and VAT declarations are prepared by the association managers and external bookkeeper, for this profile, administrative preparation is required):
  - Invoices for membership fees
  - Basic bookkeeping tasks
  - Preparation inputs for VAT declarations every 3 months
  - Annual financial reports and annual budgets
  - Liaison with the bookkeeper and external auditor
  - Staff expense reports
4. Event support

**Required profile**

- A minimum of 3 years of professional experience with administration and finance
- Previous experience in a European trade association and/or an international not-for-profit a plus
- Fluent English and French
- Friendliness, personal integrity and a sense of diplomacy
- Pro-active, able to work autonomously, a positive and a 'can do' attitude
- Attention to detail and ability to keep up with deadlines
- Advanced IT skills including Microsoft Outlook and MS Office, in particular Excel

**SACAR offers:**

- Payment on the basis on monthly timesheets on the presentation of invoice. Weekly input estimate 8-12 hours (depending on the weeks it can vary). The schedule will be discussed with the candidates during the interview.
- Expected starting date: as soon as possible

Suitable candidates should send their application by e-mail in English to [anna.boulova@sacar.be](mailto:anna.boulova@sacar.be) (Attention: Ms. Anna Boulova, SACAR Managing Director) with “Application – Administrative and Financial Assistant” as the subject and include as attachments:

- a CV and a short cover letter
- a reference letter and/or contact details of a referee
- an indication of the availability to start in the position
- an indication of hourly/daily rate

**Deadline for applications: Sunday 29 May 2022.**

**Zoom interviews will be held in the first week of June.**

*Only short-listed candidates will be contacted. We will not be able to acknowledge all applications received.*