



Position Available: EONS Finance and HR Officer

05/11/2018

Purpose

EONS is seeking a reliable, flexible Finance and HR Officer reporting to the Chief Operating Officer and working closely with EONS team members to manage our finances and pay roll. The person will work with EONS 2 days per week on a flexible basis but primarily on Mondays and Tuesdays and be located for these days in the EONS' Brussels office. Either freelance or staff positions will be considered at rates to be negotiated.

Responsibilities

Finance (70%)

Develop and maintain EONS' book keeping system, report to the Chief Operating Officer and liaise with the annual auditor, make weekly payments and generate budget reports for EONS Team and Working Group Chairs on a regular basis.

HR and Admin (30%)

Manage the monthly payroll with the service provider.

Support logistical organisation of travel, meetings: room and hotel booking in accordance with EONS procedures.

Qualifications and Core Competencies

- Proficiency with financial accounting software
- Strong computer skills (Excel, Word, Internet)
- Good communication skills (oral and written), and ability to write clearly and succinctly;
- Good analytical skills, organised and with capacity to deal effectively with changing priorities and to keep strict deadlines at the same time
- Be self-motivated, efficient and well organized
- Fluent in English and French would be an asset

Please send CV and letter of motivation (not more than one side A4) to: eons.director@cancernurse.eu

Deadline for Applications: 23 November 2018

Interviews will be held in the first week of December