



CIDSE is an international family of Catholic social justice organisations working together with others to promote justice, harness the power of global solidarity and create transformational change to end poverty and inequalities. We do this by challenging systemic injustice and inequity as well as destruction of nature. We believe in a world where every human being has a right to live in dignity.

The CIDSE Secretariat, located in Brussels, is currently looking for a

### **Finance and Administration Assistant**

to join its team as soon as possible. The position is 100% / 5 days per week. The position is bound to a project with funding until 30/06/2022.

Your responsibilities:

- Working closely with the Administration team (Accountant, Treasurer, Admin Assistant) and the Secretary General, you ensure finance and accounting support to the Secretariat;
- You support the HR Advisor and Secretary General in human resources related communications and administration of HR matters;
- You support the Secretary General in communications, preparation, organisation, coordination, and follow-up of meetings of the different governing structures (Board of Directors, Executive Committee, etc.).

Your profile:

- You have at least 5 years of relevant work experience;
- You have training in financial monitoring (book-keeping) and reporting, administration, and secretarial work;
- You have advanced computer skills;
- You are discreet and can work with confidential data;
- You have excellent written and oral communications skills; you have excellent written and spoken English skills - other languages such as Dutch, French, or Spanish are an asset;
- You have knowledge of and commitment to the mission and values of CIDSE;
- You have good team-working skills and the ability to work in a network, a multi-cultural NGO environment;
- You are a good multi-tasker and results oriented with a service-delivery oriented and professional attitude;
- You are available to travel.

CIDSE offers:

- the opportunity to work in an international organisation with a dynamic international team;
- the opportunity to work with CIDSE member organisations, allies and partners worldwide;
- the opportunity to work in the Brussels EU-Quarter;
- an interesting and challenging job.

The terms and conditions of working, including salary range, are those of CIDSE and depends on experience.

For more information about CIDSE please visit our website [www.cidse.org](http://www.cidse.org)

**Please send your CV and cover letter by 24 May 2019 to: [recruitment@cidse.org](mailto:recruitment@cidse.org) or to:**

CIDSE Secretariat - Attn: Secretary General  
16, rue Stévin - 1000 Brussels, Belgium

Interviews will likely be held in the 4<sup>th</sup> week of May 2019.