



## JOB ANNOUNCEMENT

### Financial and Administrative Officer (Part-time, 25h/week)

The person in this position holds a degree in administration, accounting, financial management or a related field, and has experience of more than three years working in non-profit organisation or other relevant entities in administration, accounting or financial management positions. Experience in an international organisation or in an organisation with an international dimension would be an advantage. S/he is familiar with accounting processes and documentation, and works in close collaboration with the certified accountant and external auditors, as well as any provider and funder.

S/he is detail-oriented, highly methodical, and comfortable working in a multi-tasking environment. The person is able to follow processes through to completion and takes initiative to optimise administrative and financial procedures in order to increase efficiency. S/he is comfortable using standard office tools (email, text editing, spreadsheets) and additional software, particularly accounting platforms and digital collaboration tools (e.g. Lantaarn by De Kleine Prins for accounting; cloud storage and work environments like Nextcloud; the ODOO-based membership platform, and other conference/event platforms). The person is tech-savvy and able to quickly adapt to new systems.

S/he is able to work independently, is proactive in learning, and shows interest in gaining an in-depth understanding of EMES and its mission. Basic knowledge of the field of social enterprise, social and solidarity economy, and the third sector is appreciated.

Excellent command of English and Spanish is required and knowledge of additional languages is a plus.

S/he is responsible for managing her/his time allocation and reporting regularly to the director. An annual evaluation meeting will be held to review performance and jointly define objectives for the following year.

S/he has availability to travel and participates in events and meetings (co-)organized by EMES when required.

#### **Main Areas of Responsibility**

The Financial and Administrative Officer works across four main areas:

1. General Administration of the Network
2. Financial Administration of the Network
3. Project Administration and Financial Management
4. Events Administration and Financial Management



## 1. General Administration of the Network

- Follows up on institutional and legal requirements (e.g. Board changes, ID updates, address changes, publication of bylaw modifications, bank updates, administrative requirements in Spain and Belgium) working in close contact with the Secretary and Director.
- Supports the preparation and communication around Board meetings and retreats and General Assemblies (both ordinary and extraordinary).
- Maintains contacts with labor relation offices (“gestoría” in Spanish) and institutions related to labor administration (Social Security, taxes, etc.) working in close contact with the gestoría representative.
- Maintains and organises office, project, and financial records (Dropbox, Nextcloud, internal systems).
- Ensures proper documentation, archiving and reporting (when needed) of administrative records.
- Reviews, develop and update administrative/financial systems to make them more efficient, in collaboration with the CU, the Board and external accountant.
- Ensures that protocols exist across all required areas and advises the Coordination Unit (CU) on optimisation of flows and processes.
- Provides recommendations to CU, the Board and external accountant.
- Ensures the process of implementation of external audits/reviews, as required.

## 2. Financial Administration of the Network

- Issues and receives invoices, ensures proper storage and documentation.
- Submits and codes invoices in the accounting platform (i.e. Lantaarn).
- Ensures that all transactions are properly recorded in the general and analytic accounting system.
- Keeps track and pays invoices, salaries, and reimbursements (upon submission of reimbursement forms).
- Monitors accounts at banks (BNP and Triodos) and payment platforms (PayPal, Stripe).
- Meets regularly (e.g. monthly) with the external accounting firm (De Kleine Prins).
- Assists in preparing budgets and financial documents for the Board and General Assembly (in coordination with the President, Treasurer, Director, and accountant).
- Attends Board and General Assembly meetings when financial matters are discussed or when required.
- Leads and coordinates the annual accounts review or auditing process.
- Follows up with funders, donors and contractual agreements.
- Provides financial recommendations and supports financial planning.
- Reviews and improves financial and administrative systems in collaboration with the Director, Treasurer, and accountant.



### 3. Project Administration and Financial Management

- Provides financial and administrative support for projects.
- Assists in preparing project budgets.
- Manages project budgets, including preparation of intermediate and final financial reports.
- Maintains specific project accounting.
- Issues project-related invoices and processes contractor payments.
- Interacts with project coordinators when needed.
- In the case of national (Spanish) project funded by ministries completes administrative and financial management, including preparation, submission, and filing of all required documentation (e.g. justification reports such as the one for PAES for the Ministry of Labor).

### 4. Events Administration and Financial Management

- Assists in preparing event budgets and financial reports.
- Manages financial follow-up of participants (payments, invoices, reimbursements).
- Organises travel and logistical arrangements related to financial transactions (hotels, taxis, conference rooms, bookings, etc.).
- Ensures collection of payments.
- Prepares the event financial result sheet as a way to keep track of the financial results of our events.
- Prepares invitation letters and certificates
- Participates in the events whenever necessary to support the team.
- Monitors and consolidates event budgets with a view to increasing financial sustainability.

### Working Conditions

This position is fully remote (online) although occasional travel may be required to attend EMES events, Board meetings, or other in-person gatherings when necessary.

The Financial and Administrative Officer has to be a resident of Spain. S/he works from her/his own location and participates in regular online meetings with the Coordination Unit and relevant members of the network to ensure smooth coordination and follow-up.

**Launch date:** Thursday, April 16, 2026 | **Closing date:** Friday, May 8, 2026

**For interested candidates, please send a motivation letter, most up-to-date CV and contact information for potential reference persons (all in English) to [hello@emes.net](mailto:hello@emes.net).**