

Terms of reference | administrative and financial assistant

Interested in working internationally? Looking for a multidisciplinary experience in the non-profit sector? We are looking for a hard-working individual to join our small and dynamic team as an **administrative and financial assistant**, starting as soon as possible.

Caravan is an international youth and social circus network of 35 circus schools from across Europe, the Middle East, Africa, and Asia, that advocates for the positive impact of youth and social circus. The network was established in 2008 by 6 European circus schools, with a common goal to use social circus as an educational tool and to dedicate this work to groups from disadvantaged backgrounds with specific needs.

Caravan's head office is based at the Circus school of Brussels, in Brussels, Belgium.
For more information, please visit: www.caravancircusnetwork.eu

The role

Under the direction and responsibility of the Director of Development, you will support the daily work of Caravan in all the administrative and financial tasks that contribute to the good management of the association. You are a versatile person who will have to manage many accounting points, but also some administrative elements.

More specifically, the tasks of the administrative and financial assistant are:

ADMINISTRATION

- Ensure the general secretariat of the aisbl (processing of letters and emails, drafting of minutes and reports, etc.)
- Support the various logistical needs of the organization (preparation of statutory meetings and project activities).
- Manage the entire database of members and partners and keep it up to date (annual and occasional updates, encoding of new members, etc.)
- Organize and prepare the various meetings and activities of the aisbl (room reservation, sending of the convocation, registration of participants, etc.)
- Layout documents (letters, minutes, reports, notes, etc.) and articles in the framework of the association's publications

FINANCE

- Assist in the management of the company's budgets and its cash flow
- Administrative follow up of structural funding and advocacy
- Payroll management
- Process the various supplier invoices
- Financial follow up on payments, bookkeeping, invoices
- Manage lease and insurance contracts

Person specification

Minimum CESS (secretarial – accounting – finance)

Minimum 2 years of experience in a similar position

French: mother tongue

English: advanced knowledge

Knowledge of Microsoft Office software: Word & Excel; power point

Good knowledge of accounting and invoicing

Working experience for the non-profit sector, and with European project management would be an asset.

Conditions

- This is an open-ended 6 months renewable contract expected to start as soon as possible.
- Hours are 19 hours (50%) per week and can be flexible to suit the employee. We encourage teleworking.
- The position is based in *Ecole de Cirque de Bruxelles*.
- Normally weekend work is not required except during Caravan events. Overtime will be compensated in time off in lieu.
- Monthly salary will depend on employee's experience, (based on the PC 329.02 salary grade) and includes benefits package.

How to apply?

Send your CV (max. two pages) and letter of motivation (max. one page) addressed to Simona de Lisi, Caravan Development Manager at simona@caravancircusnetwork.eu.

Deadline is **14/07/2022**.

Thank you for your interest in the role!