

Job Vacancy at the ENNHRI Secretariat

Finance and Human Resources Officer

1. Background

ENNHRI is the European Network of National Human Rights Institutions. We bring together over 40 National Human Rights Institutions (NHRIs) across Europe to enhance the promotion and protection of human rights in the region. NHRIs are state-mandated bodies, independent of government, with a broad constitutional or legal mandate to promote and protect human rights at the national level. They are accredited by reference to the UN Paris Principles to ensure their independence, plurality, impartiality, and effectiveness. ENNHRI is one of four regional groups of NHRIs, which together make up GANHRI, the Global Alliance of NHRIs.

Our Permanent Secretariat, based in Brussels, supports and facilitates ENNHRI's work, including: assisting in the establishment, strengthening and accreditation of NHRIs; facilitating capacity building and training; coordinating exchange of information and good practice among members; engaging with regional mechanisms; and intervening on legal and policy developments at a European level.

ENNHRI is looking for a **Finance and Human Resources Officer** to support the network in preparing ENNHRI's financial and human resources activities, and thus its core objective to have a stronger and more sustainable network.

2. Key Responsibilities

ENNHRI's Finance and Human Resources Officer will coordinate ENNHRI's work on finance and human resources, including:

Finances:

- Bookkeeping and digitalisation of accounts.
- Preparing financial outputs, including monthly reports, cash flow, quarterly and annual accounts, budget formats, financial reports to donors, management of supplier ledger, assets and depreciation updates, checks of bank accounts, payments etc.
- Processing annual membership fees and fee waiver applications.

- Supporting financial governance, including preparations for Finance Committee meetings, review of financial risks, and updating / developing network finance policies
- Supporting financial and grant management, including respect of financial regulations and conditions, development of policies, preparation for audits, and liaison with ENNHRI's external accountant and auditor.

Human Resources:

- Preparing payroll, following up to payroll queries from staff, and updating on changes to relevant local legislation and regulation, in liaison with the *Secretariat Social* and providers of benefits / insurance;
- Coordinating timesheet management, including analysis of monthly staff costs per grant;
- Updating, and developing where needed, human resources policies, including the Staff Handbook, Working Regulations and related office policies;
- Supporting work wellbeing, and liaison with external health and safety providers;
- Preparing documents and processes for any future staff recruitments and induction;

General:

- Cooperating with Secretariat colleagues, members, GANHRI, and external providers; and
- Any other reasonable duties as are required by the ENNHRI Secretariat, in line with the general responsibility of the role, including occasional travel.

3. Person specification

Essential criteria:

- At least three years of relevant professional experience.
- Some professional training on accountancy and human resources.
- Good working knowledge of Belgian framework for financial reporting and payroll.
- Experience of working on financial aspects of EU or other grants.
- Experience of working on finance and human resources software.
- Professional working level of English and French, or Dutch.
- Excellent communication and inter-personal skills.
- Excellent organisational skills.
- Ability to work both in a team on own initiative.
- Commitment to ENNHRI's values and mission.

Desirable criteria:

- Experience of working for non-profit organisation (preferably ASBL/VZW or AISBL/IVZW).
- Experience of working on health and safety or wellbeing.
- Experience working with or for a membership organisation.
- Experience working in an international environment.
- Excellent computer skills.
- Additional language skills.

4. Terms and conditions

This is a full-time post to be performed at the ENNHRI Secretariat in Brussels, reporting to the Senior Network Development Coordinator. You will also work closely with other colleagues at the ENNHRI Secretariat, in particular the Administration Officer, and some direct work with the Secretary General. The starting date is as soon as possible following interview.

ENNHRI offers an open-ended Belgian employment contract, which is subject to funding and performance. The remuneration includes a market-based gross monthly salary, in line with ENNHRI's Salary Scale and many additional benefits, including a statutory holiday payment (92% monthly salary), a 13th month salary, and other benefits (such as monthly STIB travel pass, hospitalisation insurance, pension contributions, teleworking allowance, lunch vouchers and eco-cheques). The holiday entitlement is 26 days (pro rata), plus public holidays.

ENNHRI is an equal opportunities employer.

5. Application procedure

If you are interested in joining ENNHRI for this role, please submit your CV and a cover letter through the [online form](#). Please note that we do not accept any applications by email.

The deadline for applications is 23H59 on 2 October 2022. Interviews are expected to be held during the week of 10 October 2022 in Brussels. ENNHRI will cover reasonable costs of travel for those selected for interview. The starting date is as soon as possible after interview. For further information, please contact: Christos.Katsalis@ennhri.org