

## Finance & Administration Manager

### CONTEXT

The International Co-operative Alliance is an independent, non-governmental organisation established in 1895 to unite, represent and serve co-operatives worldwide. It provides a global voice and forum for knowledge, expertise and coordinated action for and about co-operatives. The ICA members are international and national co-operative organisations across 100 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, the International Co-operative Alliance gives a voice to one billion of the world's citizens. More information is available at: [www.ica.coop](http://www.ica.coop)

Against the background of cooperative enterprises enabling people around the world to become protagonists of their own social and economic development, the programme 'Cooperatives in Development – People-centred businesses in action' will work on promoting the co-operative business model in global and local development policies and strengthening co-operative organisations as viable actors in development processes in their own rights. This programme is led by the ICA global office, in coordination with the four Alliance regional offices for Europe, Africa, Americas, and Asia-Pacific.

The Finance & Administration Manager will be responsible for overseeing the financial contractual engagements with the EU. Together with the Finance and Administration Officers based in the regional offices, she/he will ensure the consistent and coordinated reporting towards the EU, do the financial planning and budgeting according to EU standards and consolidate the project accounts from the different offices.

### PRINCIPAL ROLES AND RESPONSABILITIES

The main role of the Finance & Administration Manager is to ensure a smooth financial implementation of the partnership. This includes handling the requests for payments, doing the budget follow-up, amendments and revisions, assisting the regional ICA offices on EU procedures and financial reporting, monitoring the consolidated accountancy, and preparing the annual financial report for the external auditor and the EU Institutions. The Finance & Administration Manager reports directly to the International Development Director.

Key responsibilities are:

- Ensure a timely and comprehensive financial reporting under the specific EU Framework Partnership Agreement in line with EU funding rules governing the programme.
- Prepare interim and final financial reports based on a detailed breakdown of expenditures and supporting documents in compliance with the EU partnership contract.
- Monitor overall programme spending and update on an on-going basis the International Program Director.
- Assist regional offices on queries related to the financial management of the programme.
- Maintain an overall analysis of the financial situation of the organisation and of its bodies.
- Ensure that financial claims are made, followed-up and received in accordance with EU procedures.
- Monitor partner spending based on a detailed breakdown of expenditures and supporting documents. Ensure that all costs are eligible.
- Assist regional offices in the interim and final financial reports.
- Coordinate and prepare external audits
- Participate in management training sessions

## PERSON SPECIFICATIONS

### Essential

- A university master degree in a relevant field
- 3 years' experience in financial management of third-party funding, preferably in the field of development cooperation
- Excellent command of English, both spoken and written
- Extensive experience in financial report writing and strong financial report writing skills
- Ability to strictly meet deadlines and deliver results in a fast-paced environment
- Be familiar with accounting programs and Excel
- Good IT and communication skills
- Ability to work in a multi-cultural team
- Demonstrate commitment to the co-operative values and principles

### Desirable

- Knowledge of the co-operative business model is a strong asset
- Good knowledge of EU development policies and programs
- Previous working experience within a Civil Society Organisation/Network
- An advanced university degree on international economic development, economics, finances, etc.
- Knowledge of other languages, particularly French and/or Spanish

## TERMS AND CONDITIONS

Starting date is as soon as possible.

Located at the Cooperative House Europe (Avenue Milcamps, 1030 Brussels, Belgium).

Candidates need to have, at the time of application, the legal right to work in Belgium. We regret that we are not able to apply for work-permits on their behalf.

## APPLICATIONS:

Interested candidates are asked to apply by submitting the filled in **application form** below and a **detailed CV** to [Recruitment@ica.coop](mailto:Recruitment@ica.coop). Please mention in the email subject your name followed by 'Finance and Administration Manager'.

Deadline for applications is the **27th January 2019 (23h59 CET)**.

Please note that due to large numbers of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. No phone calls please.

Interviews will take place at our offices in February 2019.

## Application Form

Please fill-in the *application form* below, in Arial 9 (black ink), and send it back with a *detailed CV*.

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### PERSONAL DETAILS

First name(s):		Last name(s):	
Address:		E-mail:	
		Mobile:	

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### EDUCATION

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained	Dates

General, specialist and further training obtained, whether obtained formally or informally, which you feel to be relevant to the position.

<b>Training, course, etc.</b>

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### COMPETENCIES, KNOWLEDGE AND EXPERIENCE

Please explain how your (relevant) skills and experience match the specifications. In explaining your skills and experience, please use relevant personal examples to support your case (max 1/2 page).

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**MOTIVATION FOR APPLICATION**

Please explain why you are applying for this position

**If offered the position, when could you take it up?**

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**International Co-operative Alliance**  
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[www.ica.coop](http://www.ica.coop)