

Finance Officer – Position description

CONTEXT

The International Cooperative Alliance (ICA) aisbl is an independent, non-governmental organization established in 1895 to unite, represent, and serve cooperatives worldwide. It provides a global voice and a platform for knowledge-sharing, expertise, and coordinated action on behalf of and about cooperatives. The ICA's members include international and national cooperative organizations from over 100 countries and span all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing, and insurance. Through its membership, the International Cooperative Alliance amplifies the voice of millions of citizens around the globe. More information can be found at: 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 second ICA-EU Partnership *#coops4dev* , 'People-Centred Businesses for Sustainable, Democratic, and Inclusive Development,' focuses on promoting the cooperative business model in global and local development policies. It also aims to strengthen cooperative organizations as independent and viable actors in development processes. This Partnership is a multi-annual program funded by the European Commission's DG INTPA (International Partnerships) and led by the ICA Global Offices, in coordination with the four ICA Regional Offices: Africa, Asia-Pacific, Americas, and Europe. More information about the first Partnership can be found at: www.coops4dev.coop

PRINCIPAL ROLES AND RESPONSABILITIES

The Finance Officer will be responsible for ensuring a timely and comprehensive financial reporting under the specific Financial Framework Partnership Agreement and compliance with DG INTPA project rules and regulations.

Main roles include ensuring the bookkeeping and the general accounting, processing all invoices and reimbursements accurately and in a timely manner, conducting periodic financial analysis, and ensuring compliance with financial regulations and eligibility rules.

S/he will monitor overall programme spending and update on an on-going basis the Financial Monitoring Tool. S/he will manage pre-financing payments. The Finance Officer supports the preparation of the Interim and Annual financial report for the external auditor and the EU Institutions. S/he provides support and directly reports to the Director of Finance and Administration.

The Finance Officer provides also trainings to the project staff and support to the Finance colleagues based in the regional offices; s/he will ensure the consistent bookkeeping practices and compliance with DG INTPA project rules and regulations, identify and resolve reporting issues, accounting discrepancies and other finance related issues.

Key responsibilities are:

- Review all expenses occurring within the EU Partnership (ICA global and regional offices).
- Handle the bookkeeping and the general accountancy, the preparation and execution of journal entries, expense accruals, expense reports, reimbursements, and settle payments.
- Manage the preparation of balance sheets, income statements, expense reports, etc. in compliance with the EU partnership contract.
- Ensure data integrity in all financial reporting and file all the financial supportive accounting documents.
- Ensure that financial claims are made, followed-up and received in accordance with EU procedures.
- Assist regional offices in the preparation of Semester, Interim, and Final financial reports.
- Assist in internal and external audits.
- Organise/Participate in project staff training sessions.
- Support the Director of Finance and Administration regarding other tasks related to the EU program.

PERSON SPECIFICATIONS

Essential

- A professional or a bachelor degree (finalist) in Accounting / Finances- A1/A2 (or equivalent) diploma and knowledge of Belgian bookkeeping legislation as well as GAAP (Generally Accepted Accounting Principles)
- Fluent in English (which is the office language)
- Knowledge on accountancy and bookkeeping software
- Ability to strictly meet deadlines and deliver results in a fast-paced environment
- Attentive to details and able to prioritize work
- Good IT and communication skills
- Ability to work in a multi-cultural team
- Demonstrate commitment to the cooperative values and principles

Desirable

- Knowledge of other languages, particularly Spanish and/or French
- Knowledge or/and experience in financial reporting international projects, in particular projects funded by the European Commission

TERMS AND CONDITIONS

The starting date is December or as soon as possible.

Location: Avenue Milcamps 105 - Brussels (ICA Global Offices)

The contract is open-ended and full-time under Belgian Law. We offer :

- A salary between EUR 3000 - 3500 gross per month, depending on experience.
- Meal vouchers and Ecocheques.
- Complementary medical insurance and pension plan.
- 30 paid holidays a year.

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

The candidates are asked to apply by submitting an application letter and a detailed CV to the following email address Recruitment@ica.coop

Applications missing any of the required documents will not be considered.

Please mention in the email subject your name followed by 'Finance Officer'.

Deadline for applications is the 10th November 2025 (23:59 CET).

Please note that due to the large number of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. No telephone inquiries, please.

Interviews will take place at our offices, they will be conducted on a rolling basis.

International Cooperative Alliance AISBL

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