

## **EPR Finance and HR Manager**

*This is a part-time position (60%) based in Brussels*

*Permanent contract*

*Starting date: mid to end of April 2026*

[EPR, the European Platform for Rehabilitation](#), is looking for a new colleague to join the team in Brussels as our Finance and HR Manager. This is a key role within our Secretariat to ensure the smooth functioning of our organisation and our team.

The Finance and HR Manager will be reporting to EPR Secretary General.

We are looking for a colleague who is a team-player, who approaches work with integrity, having a constructive and can-do attitude to day-to-day work. A colleague excited to work towards achieving a more inclusive society and who feels comfortable being part of a small team.

If that sounds like you, we would like to meet you!

### **Expected profile**

#### ***Essential***

- Proven experience in financial administration of 4 years.
- Knowledge of Belgian administration and regulatory framework.
- Advanced IT skills: especially Excel. Fully computer-literate with advanced knowledge of MS Office, online meetings platforms (Zoom, Teams..), Trello, etc.
- Fluent spoken and written English (working language EPR), working level French or Dutch for administrative purposes.
- Proactive, efficient and motivated team player who can prioritise workload, and to work independently in a dynamic multicultural environment.
- Excellent organisational skills and accuracy.

#### ***Other Skills***

- Communication skills: good written communication skills in English/ active listener.
- Interpersonal skills: optimist and constructive attitude towards work and towards building good interpersonal relations with colleagues.
- Professionalism: conducting themselves with high integrity, accountability and accuracy.
- Adaptability: flexible to contribute to other tasks if needed (EPR Secretariat is a small team) and open-minded.
- Problem-solving skills and self-awareness are welcome.

### **Desirable**

- Experience with accounting software such as Allegro/Popsy, BillToBox.
- Experience with EU Grants.
- Committed to non-discrimination and equal opportunities for people with disabilities; knowledgeable of EU institutions and EU policy making processes.

### **Position Profile**

#### Finance:

##### Budget and Forecast

- Prepare EPR budget, finalise budget with Secretary General and Board for approval, and create periodic forecast reporting (+/- 6 times per year);
- Budget and regular forecast update for EQUASS (separate department within EPR);
- Actual reporting on a periodic basis (+/- 6 times per year);
- Forecast reporting with documents to Secretary General, Board of Directors and General Assembly.

##### Supplier invoices:

##### Invoices supplier/staff/costs

- Post supplier invoices, credit card statements and expense forms. Use of tool BillToBox and post invoices in Popsy/Allegro.
- Pay invoices via KBC tool (with approval Secretary General).
- Follow up open unpaid invoices.

##### EU funded projects and EU Operating Grant:

- Creation and monitoring of project's budgets and expenditure including staff time.
- Designing budget and forecast of Operating Grant and providing advice in budget per activity to Secretary General. Periodic reporting with update of actual status, including theoretical unit cost calculation and staff cost calculation.

##### Invoices to clients / revenues:

- Monitoring outgoing invoices: membership fee, invoices EQUASS certificates and trainings, invoicing participants events (Annual Conference, or other training / events)
- Follow open unpaid invoices and take care of reminders.

##### Accounting:

- Management of accountancy via BillToBox and Popsy accounting tool, including salary administration and bank administration (current and savings account).
- Cash flow status reporting.

##### Legal / Accounting:

- Together with the external accountant: quarterly VAT administration and reporting, yearly legal listings and other administrative obligations (UBO).
- Annual Accounts: draft annual accounts for external accountant for publication, after approval by Secretary General, Board of Directors and General Assembly.

- Obtaining yearly document from external accountant regarding reporting obligation for the Operating Grant.

#### Human Resources:

##### Human Resources general

- Taking care of salaries and other staff-related expenses, with the Social secretariat/payroll tool: update salary amounts (if applicable), monthly holiday registration, monthly salary payment and documents.
- Manage timesheets for staff.
- Management of staff contracts and management of consultant contracts with Secretary General.
- Updating legal information (e.g. statutes/Moniteur Belge) and ensuring compliance with regulations.
- Manage all HR queries.
- Manage and follow up insurances (civil liability, travel, hospital and labor accident insurance)

#### Office/Other:

- Support to overall management of office; liaising with business centre including maintenance of offices and equipment.
- Support on the logistics and finance of member activities on an ad hoc basis.

#### IT

- Support provision of IT supplies (i.e. laptops) based upon requirements liaising with IT consultant.

*If you would like to apply for this position, please send your CV and a motivation letter expressing how you meet the essential and desirable criteria and how your work experience applies to the tasks of this role. Thanks for sending it together with two references from previous employers by email with subject 'EPR Finance and HR Application' to [epr@epr.eu](mailto:epr@epr.eu) by Friday, 20<sup>th</sup> February at 5PM CET. Only selected candidates will be contacted.*

*Contract for this position will be according to Belgian law. We have a good remuneration package, salary is based upon the minimal required experience of 4 years (2.504,27), but with more experience the salary could be higher according to our salary scales. EPR offers a good package of allowances such as meal vouchers, eco-cheques, home working allowance and the flexibility to work from home and hybrid. EPR is an enthusiastic network of engaged members, innovators and change makers for inclusion.*

*EPR is an equal opportunities employer and people with a disability are strongly encouraged to apply. EPR is committed to making all reasonable adjustments needed.*

*EPR commits to carefully handle the privacy and data protection of natural persons whose personal data is processed by EPR.*