

EPR Finance and Operations Manager

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

Permanent contract

Starting date: November 2026

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

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

We are looking for a colleague who approaches work with high self-integrity, having a constructive and can-do attitude to day-to-day work, proactive, resolute and who is a team-player. 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 effectively prioritise workload, and 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 Odoo.
- 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, and create periodic actual and forecast reporting;
- Forecast reporting explanation and comments to Secretary General, Board of Directors and General Assembly.

Invoices supplier and expenses:

- Post supplier invoices, credit card statements and expense forms. Use of tool Odoo.
- 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.

Invoices clients and revenues:

- Creation and monitoring outgoing invoices: membership fee, invoices EQUASS audits and trainings, invoicing participants events (e.g. Annual Conference)
- Follow open unpaid invoices and take care of reminders.

Accounting:

- Management of accountancy via Odoo accounting tool, including invoices, salary administration and bank administration.
- Cash flow status reporting.

Legal / Accounting:

- Together with the external accountant: quarterly VAT administration and reporting, yearly legal listings and other administrative obligations.
- Annual Accounts: prepare annual accounts for external accountant for publication, after approval by Secretary General, Board of Directors and General Assembly.
- Manage audit process with external auditor with focus on the Operating Grant.

Human Resources:

Human Resources general

- Taking care of salaries and other staff-related expenses, with the Social secretariat/payroll tool: monthly salary and holiday process.

- Manage timesheets for staff.
- Support for staff and consultant contracts and support on HR topics with Secretary General.
- Updating legal information (e.g. statutes/Moniteur Belge) and support in ensuring compliance with regulations.
- Manage and follow up insurances.

Office/Other:

- Support to overall management of office; liaising with business center.
- 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 Operations Application' to recruitment@epr.eu by 25 of October. Candidates will be assessed on a rolling basis as profiles are received as this position needs to be covered as soon as possible. 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 (2.554,00€), 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.