Finance and Administration Manager  
Federation of European Neuroscience Societies (FENS)

Are you interested in non-profit administrative management? Do you enjoy working in a vibrant, multicultural environment? If so, then apply to join the FENS team in Brussels!

Job description:
1) Daily responsibility for accounting and finances, including budgetary reporting and interactions with accountants and consultants as required.
2) Responsibility for ensuring compliance with administrative reporting requirements, in line with the requirements for a Belgian AISBL.
3) Support for Executive Director and governance, including organisation of and participation in leadership meetings, and support for the implementation of strategic objectives.
4) Management of the administrative team and HR coordination for the FENS office.
5) Member communications and oversight of FENS membership directory.
6) Assistance with internal and external communication and reporting, including drafting and proofreading.
7) Logistical office management including contact with suppliers and external providers.

Office structure
The Finance and Administration Manager reports to the FENS Executive Director, oversees the Administrative Assistant and works closely with the other team members of FENS to ensure the smooth running of the FENS office.

Qualifications and profile
- Relevant university degree, with 3-5 years professional administrative experience. Previous experience with scientific non-profit organisations would be considered an advantage.
- Superior communication and presentation skills. A fluent command of both spoken and written English is required; knowledge of French or Dutch would be considered an advantage.
- Excellent technical skills (e.g., WordPress, video conferencing tools, bulk mailing, Microsoft Office) and proficiency in project management.
- Organised, detail-oriented, culturally sensitive, team-oriented, diplomatic, adaptable, able to work under tight deadlines and quickly changing conditions. Able to work on multiple tasks with a high degree of autonomy and professionalism.
- Responsible, reliable and supportive manager of staff.
- Understanding of the Belgian non-profit environment and legal obligations would be considered a plus.
- High numerical literacy. Experience in accounting or budget management would be an advantage.
- Knowledge of Belgian employment regulations and HR experience.
- Legally allowed to work in Belgium.

Location and benefits
The role of the Finance and Administration Manager is a full-time position (38h per week), based in the FENS office in Brussels. The job may occasionally require flexibility in terms of working days/hours in connection with meetings and travel. FENS offers a permanent contract (CDI, Belgium) with compensation
according to the qualifications of the selected candidate. Meal vouchers are offered as part of the contract.

**Application process**

Please submit your application using the form available here. Applications will be evaluated on a running basis and the call will be open until the position is filled. Shortlisted candidates will be invited for an interview and will be asked to complete a short competence-based test. Start date: as soon as possible.

**About FENS**

The Federation of European Neuroscience Societies (FENS) federates 44 scientific non-profit societies across Europe and represents 20,000 scientists working in the field of neuroscience. Through its activities, FENS actively promotes scientific exchange and education among European neuroscientists and serves as the main European voice for neuroscience on behalf of its members towards the European institutions and international partners in a global context. The FENS office currently has 10 employees.

FENS is an Equal Opportunity Employer committed to supporting diversity and inclusivity in neuroscience research. FENS does not discriminate on the basis of sex or gender, marital or parental status, sexual orientation, race, ethnic origin, citizenship/nationality, age, religion, belief, or disability, and welcomes applications from all eligible candidates.

More information about FENS is available on www.fens.org