



Finance and Administration Coordinator

YFU International Educational Services (YFU IES), Global Office (Brussels)

Background

Youth For Understanding (YFU) advances intercultural understanding, life-long learning, global competences, mutual respect, and social responsibility through transformational educational exchanges for generations of youth, families, and communities, supported by dedicated volunteers and professional staff.

YFU is a volunteer-based global non-profit community driven by the passion of people, consisting of 55+ member organizations across six continents. As a leader in intercultural exchange and educational programs for more than 60 years, YFU has impacted more than 270.000 students – and their host families, schools and networks – and more than 70.000 volunteers.

Our new global strategy sets the direction to operate as one global organization, and our Global Office is the global structure that works to enable the YFU membership worldwide to achieve our mission by providing leadership, critical services and opportunities to grow and thrive as (a) sustainable and quality organization(s). To support its Global Office in managing, restructuring and administrating finances and operations, we are recruiting a **Finance and Administration Coordinator**.

Position

The Finance and Administration Coordinator reports to the Secretary General and is responsible for all financial and related reporting and administrative matters of our two legal entities YFU IES and EEE YFU, together forming the Global Office. This new role has been created in Brussels to manage the accounting, financial and administrative transition process and implement efficient finance management, controlling and accounting processes, within the Global Office and with regard to financial interactions with YFU's member organizations.

Responsibilities

1. Finances and accounting

- ✓ Accounting management and consolidation: keep accurate records of all transactions including banks and staff salaries, control of A/P (account payable) and A/R (account receivable), treasury and reconciliation;
- ✓ Invoices and billing process: manage the interactions with YFU's member organizations, billing, posting and follow-up of the Global Office fees (FIS fee, IT fee, Insurance fee and other Global costs);
- ✓ Finance reporting and Budgeting: implement an efficient analytical accounting to support the financial reporting needs (for management and project funds), prepare budget follow-up, analyze and forecast cost, provide cash-flow and budget planning to management;
- ✓ Finance operations: support migration of finance operations to Brussels; invoicing and payments, liaise with external partners, auditor, tax advisor and payroll company.

2. Administration management

- ✓ Manage the payroll company: timely payroll calculation and related HR topics, support in the administration of employment contracts and guarantee adequate documentation filing;
- ✓ Manage the Insurance provider: timely payment of the bills and charging to the YFU's member organizations;
- ✓ Manage the Global Office suppliers and propose improvements (office running costs, insurance and other subcontractors);
- ✓ Contract & Legal documentation management for both entities and for the funds (mainly YFU's International Contingency and Development Fund);



3. Controlling and compliance

- ✓ Management reporting: financial reporting on cash flow, P&L; analyze and forecast cost;
- ✓ Audit management;
- ✓ Legal and Tax compliance: Manage and complete Audit and Tax return filings.

4. Legal aspects and contracts

- ✓ Management and administration of contracts, legal setup and registration requirements of the organizations.

Candidate profile and qualifications

- Baccalaureate in Finance and Accounting, CPA or relevant field or Master's degree in Business Administration;
- At least 3 years of professional accounting and administrative experience; respective experience in the Belgian system is an advantage;
- Start-up mentality, capability and drive to implement change and solve challenges, with an eye for detail;
- Knowledge of accounting principles for Non-Profit organizations;
- Proven experience in organizing resources and establishing priorities and working with virtual, culturally diverse and multi-disciplinary teams;
- Experience in improving and implementing finance and accounting policies, procedures and systems;
- Detail-oriented and efficient organizational, project and time management skills
- Excellent verbal and written communication skills in English, and fluency in French or Dutch for collaborating with Belgian authorities is a requirement.
- Occasional travel

Framework: What we offer:

- A Belgian fulltime permanent contract
- A competitive salary and a comprehensive employee benefits package
- An attractive level of autonomy and responsibility in an intercultural, collaborative and energetic working environment
- Work in a small organization with a diverse and committed team to deliver impact
- The opportunity to contribute to a mission-driven organization with global operations

Application details

- Meaningful application, including motivation letter with expected salary and earliest availability and comprehensive CV including references and current/ past salary
- Submit by email to Michel Ballieu at work@yfu.world with reference "Finance and Administration Coordinator" (in email title)
- EU work permit
- Location: Brussels, Belgium
- Starting date: immediate, or as per availability

YFU IES encourages any person with the required qualifications to apply, without distinction to gender, disability, social or ethnic origins, religion, convictions or sexual orientation. YFU IES recognizes different types of experience, including professional and volunteering.