

# VACANCY ANNOUNCEMENT

## Finance and Human Resources Officer

**Start date:** 1 May 2025 (or before/after, depending on availability)

**Location:** PICUM Office in Brussels

**Application Deadline:** 2 March 2025 at 23:59 CET

### **Position Summary**

The Finance and Human Resources Officer will provide financial, administrative, project management and human resources support to the Finance Director, and to other members of the management team (Director and Deputy Director). This includes specific support in relation to a sub-granting program PICUM is currently running to support members' national-level initiatives on labour rights for undocumented workers and workers with precarious residence status (running until end 2025).

The Finance and Human Resources Officer will report to the Finance Director.

### **Background**

PICUM, the Platform for International Cooperation on Undocumented Migrants, is a Brussels-based network of organisations that seeks to advance social justice and human rights for undocumented migrants, and to achieve improved pathways for regular migration to Europe. Grounded in principles of social justice, anti-racism and equality, PICUM brings together the experiences and expertise of its members, providing a platform to engage policy makers and the general public in the full realisation of undocumented migrants' rights.

Founded in 2001 as an initiative of national-level organisations to mobilise support for undocumented migrants, today PICUM gathers a network of 160 civil society organisations in more than 30 countries. Based in Brussels, the PICUM secretariat leads the network's advocacy, alliance-building, communications and research activities at the EU and international levels and supports PICUM's broad and diverse membership.

### **Main responsibilities**

#### ***Human resources (HR)***

- Gathers information on monthly basis from staff and enters data into social secretariat software to prepare monthly salary payments
- Informs and assists staff in human resources matters and keeps up to date HR staff info
- Assists in the preparation of work permit applications for staff or trainees

## **Finance and Funding**

- Assembles documents for payments and prepares payments
- Books invoices in Winbooks program and ensures that all records are kept up to date
- Assists in monthly payroll closure; enters salaries
- Supervises reimbursement of travel expenses for staff and participants in events
- Assists in preparing reports to donors and annual accounts of the organisation
- Supports and follows up financial reporting to different donors including the European Commission
- Assists in the preparation of budgets for private funders and for the European Commission
- PICUM's sub-granting / mini-grant program:
  - Provide overall project management support regarding critical deadlines, milestones and deliverables
  - Coordinate and communicate with the committee established to oversee the sub-granting program.
  - Supports the overall financial implementation, including by liaising with sub-grant recipients to support timely, thorough and accurate financial reporting
- Provides support in exploring additional funding for the organisation

## **Administration**

- Provide administrative support to ensure PICUM's compliance:
  - As non-profit organization registered in Belgium
  - As a non-profit with special status with the EU, Council of Europe and UN bodies
- Acts as general support within team for IT (keeping inventory and changes of equipment; liases with IT consultant for updates/IT issues)
- Assist staff in making travel arrangements for participation in external events

## **Skills, Knowledge and Experience**

### **Essential**

- Diploma in business administration, finance or accounting or equivalent professional experience
- 3 to 5 years relevant work experience
- Proven ability to solve problems creatively
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget and timeline
- Proficiency with Microsoft Office 365
- Strong organisational skills, initiative and follow-through
- Excellent level of written and spoken English
- Strong command of French or Dutch
- High degree of attention to detail and commitment to quality
- Can work quickly, accurately and juggle multiple tasks
- Commitment to PICUM's values and mission

## Desirable

- Experience in financial management
- Knowledge of Belgian bookkeeping principles and processes
- Proficiency with accounting software (Winbooks)
- Familiarity with project management software tools

## What PICUM can offer

- Full time position (37.5 hours/week) with an undetermined contract according to Belgian labour legislation
- Salary according to the wage scale of the Paritaire Committee 329.01: approximately € 3.971 - €4,271 gross per month (based on 3-5 years' experience)
- Meal vouchers, hospitalisation insurance, group insurance scheme (pension plan), thirteenth month, some additional holidays and end of year office closure also provided.
- Teleworking policy (requiring presence at the PICUM office in Brussels minimum twice a week)
- Conditions are according to Belgian legislation including the legal ability to live and work in Belgium

## Selection procedure

At PICUM, we are committed to a diverse and inclusive environment for all our employees. We encourage candidates with diverse backgrounds to apply, including those with lived experience of discrimination, oppression or exclusion based on poverty, gender, racial identity, sexual orientation, gender identity, disability and/or immigration status.

The deadline for applications is **Sunday 2 March 2025 at 23:59 (CET)**. Please send the [completed application form](#) in English to Michele LeVoy, Director at [recruitment@picum.org](mailto:recruitment@picum.org), with your **last name, first name and PICUM Finance and Human Resources Officer Position** in the subject line.

Please note that due to the large number of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. **Only completed application forms will be considered (no CVs or cover letters).**

**Interviews** will take place online during the week of 17-21 March 2025.