

ASSISTANT TO THE HEAD OF FINANCE & ADMINISTRATION

EMVO (European Medicines Verification Organisation A.S.B.L) is currently recruiting an Assistant to the Head of Finance & Administration.

The European Medicines Verification Organisation (EMVO) is a non-profit, Belgium based organisation representing stakeholders united in securing the legal supply chain from falsified medicines. EMVO has taken responsibility for advancing the formation of the European Medicines Verifications System (EMVS) in accordance with the Falsified Medicines Directive (Directive 2011/62/EU) and the delegated Regulation (EU) 2016/161 to ensure the implementation of a functioning, secure, interoperable and cost-effective medicines verification system across Europe.

Job Description

(s)he will be supporting the **Head of Finance & Administration on the following tasks:**

- Manage of the accounts; year-end financial accounts including management of the statutory accounts
- Control the EMVO 's annual budget
- Prepare the monthly/ quarterly accounts and other relevant support for presentation to the Accounts & Budget Committee
- Manage all external contracts, to ensure that all EMVO's expenditure are correctly authorised and accounted for
- Manage personal procedures in relation with recruitment, holidays, appraisals, training, ensuring these are properly documents and advise on relevant policies
- Manage in conjunction with the General Director, staff contracts, and HR matters
- Ensure that all appropriate policies are in place
- Ensure that EMVO's legal responsibilities are met, in particular that all necessary insurances are put in place.
- Provision of general assistance to EMVO general management and EMVO organisation, e.g. travel and event management
- Coordination with external administration service providers (e.g. payroll, finance, audit)

Job Requirements

- Proven office management, administrative or assistant experience
- Knowledge of office management systems and procedures

- Strong organisational and planning skills
- Proficiency in MS Office
- Excellent time management skills and ability to multi-task and prioritise work
- Attention to detail and problem-solving skills
- Capacity to work independently
- Ability to organize and execute multiple assignments with overlapping deadlines.
- Working knowledge of accounting, budget planning, and financial forecasting.
- Excellent written and verbal communication skills
- Experience gained in a multicultural environment.
- A level of education which corresponds to completed Bachelor studies attested by a diploma in business management, administration, finance, accounting or related field.
- Experience: a first experience can be an asset
- Applicants must have a thorough knowledge of English and a satisfactory knowledge of at least one other of the official European Union languages.

Our offer:

- A challenging career in a multilingual environment.
- An attractive salary supplemented by a number of fringe benefits.
- Our offices are located in the center of Brussels, easily accessible by public transport.

If you are interested in this position, please send a cover letter and a CV to Marisa Jimenez Sanchez @ marisa.jimenez@emvo-medicines.eu.