



**Peace Brigades International**  
Rue de Fernand Bernier 15,  
1060 Bruxelles, Belgium  
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## Call for applications

<b>Position:</b>	Finance Compliance Consultant
<b>Contract period:</b>	8 to 10 months (negotiable)
<b>Desirable starting date:</b>	August 2024 (negotiable)
<b>Location:</b>	Brussels or remote (negotiable)
<b>Hours:</b>	32 hours / week (part time)
<b>Remuneration:</b>	Between 24,000 EUR and 27,500 EUR package, depending on contract
<b>Contract:</b>	Consultancy or fixed term contract, depending on location

### 1. Main purpose of the role

To directly support and supervise offices finances, promoting organizational development on finance, quality processes and sound finance management across the global organisation.

### 2. Position in the organisation

This is a position at the international headquarters. The person will be accountable and reporting to the Senior Management, working in close collaboration with the finance staff.

### 3. Organisation overview

PBI is a non-governmental organisation, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity building and other support for threatened organisations, defenders and communities pursuing social justice and defence of human rights in areas of violent conflict. We currently have offices in over 20 locations, including Colombia, Guatemala, Honduras, Costa Rica, Kenya, Indonesia, Mexico and Nepal.

The International Office is based in Brussels, and it aims to strengthen PBI's presence and profile and build key partnerships with policymakers, INGOs, donors and other key external stakeholders.

For further information about PBI see [www.peacebrigades.org](http://www.peacebrigades.org).

### 4. Responsibilities

See below person specifications and key tasks of the role.

### 5. Applications

To apply, please send a cover letter, along with a CV and your potential starting date, to: [recruitment@peacebrigades.org](mailto:recruitment@peacebrigades.org) by **4<sup>th</sup> August**.

Please note that we are unfortunately unable to respond to candidates who have not been shortlisted.

Applications will be reviewed on a rolling basis. Shortlisted applicants might be invited to take a test.

*PBI is an equal opportunity employer that is committed to diversity and inclusion in the workplace. At PBI we believe diversity is what makes our work richer and our team stronger. We value your knowledge and commitment regardless of your race, nationality, colour, gender, age, religion, disability, status, or sexual orientation. If you believe you can contribute to our common goal, we encourage you to apply.*

**Peace Brigades International - Promoting non-violence and protecting human rights since 1981**

Incorporated in the State of Washington, USA, 1982. Companies House registration FC 19368

## PERSON SPECIFICATION

### **Qualifications**

- University degree in relevant subject or equivalent professional experience related to the subject
- Professional qualification in finance, management, accounting or equivalent professional experience related to the subject

### **Experience**

- 3 to 5 years in finance related positions with demonstrable results
- Experience in international NGO's (*desirable*)

### **Knowledge**

- Financial management best practices
- Accounting experience in an international and multi-currency setting
- Commitment to and understanding of PBI's principles and mission (*desirable*)
- Experience working with Quick Books or other finance related software (*desirable*)

### **Skills**

- Excellent organisational and time management skills
- Hands-on mentality
- Analytical problem-solving skills and creative mindset
- Excellent attention to detail
- Excellent written and verbal communication skills
- Fluency in English and Spanish
- Ability to build effective relationships with colleagues
- Eager to work within a diverse and mission driven organization (*desirable*)
- Fluency in French (*desirable*)

## Terms of Reference

### 1- Internal audit and control, focusing on accountability & compliance

- International focus point for finance officers and local teams on finances, in close collaboration with the Finance Manager and the senior management
- Regular finance monitoring with the finance officers and local teams
  - Supervise and support the production of required periodic reports (finance reports, annual budgets and others) to ensure accuracy of financial information reported, timely production of financial reports and budgets
  - Consolidate offices information to deliver external global outputs
  - Maintain finance systems for specific tax processes, under different legal jurisdictions
  - Conduct Internal Audits on an ad hoc basis
- Procedural and technical assistance for internal local offices audits in close collaboration with the Auditor and the Finance Manager (budget preparation, financial reports, cashflow planning, annual audit process)

### 2- Provide training & support to local finance teams, focusing on sustainability

- Implement finance guidelines and policies and support best practice on finance system
- Provide ongoing training and ensure compliance, onboarding of new local finance staff
- Support in recruitment processes of finance staff and officers upon request

### 3- Promote organizational finance culture

- Implementation of a global finance system
- Developing a common accountancy software package, in close collaboration with the Finance Manager and the senior management
- Streamlining of reporting templates