

Senior Finance and Administration Officer

Job title	Senior Finance and Administration Officer
Location	Brussels, Belgium
Eligibility	All candidates must hold the right to work in Belgium
Hours	Full-time one-year fixed-term contract (with the strong possibility of extension to a permanent contract). Full-time (Health Care Without Harm (HCWH) Europe offers a four-day work week - 8h/day - to aid productivity and support a better work-life balance).
Salary	€2,890/€3,250 gross/month depending on experience
Closing date	Midnight (CET) 15 July 2026
Starting date	As soon as possible

About Health Care Without Harm (HCWH) Europe

HCWH Europe is an international non-profit NGO and an acknowledged leader in the field of sustainable healthcare. Its mission is to 'Transform the healthcare sector so that it reduces its environmental footprint, becomes more resilient, and establishes itself as a leader for sustainable development in Europe'.

HCWH Europe is headquartered in Brussels, Belgium, with staff working remotely across four other countries in Europe. It is part of the HCWH international organisation with other offices in the US and Asia, as well as a global team that works across all regions. HCWH works closely with health professionals, hospitals, healthcare systems, NGOs, local government, Ministries of Health and international organisations. HCWH Europe is a membership organisation with over 240 institutional members representing thousands of healthcare facilities in 29 countries of the WHO Europe region. Its members are also part of the Global Green and Healthy Hospitals (GGHH) network, the largest sustainable healthcare network in the world, focused on the interests and needs of healthcare sustainability practitioners. For more information, visit: www.europe.noharm.org.

Position Overview

We are looking for a dynamic and well-organised Senior Finance and Administrative officer with relevant professional experience to provide high-quality support services to deliver on the mission of HCWH Europe. We work in a very collaborative manner and have a positive outlook on our work. This role has a strong finance focus, combined with wider operations responsibilities

The Senior Finance and Administrative Officer will report to the Director of Operations and work very closely with the Finance and Administration Manager. The Officer will play an important role within HCWH Europe's operational support functions, particularly in Finance, but also Human Resources, Administration and Office Management, to help the organisation achieve its strategic goals. The Senior Finance and Administrative Officer will also have extensive interactions with the other teams and external stakeholders.

Key Responsibilities

The Senior Finance and Administrative officer will work closely with the Director of Operations and the Finance and Administration Manager in all aspects of HCWH Europe's financial, Human Resources, Administration & Office Management operations.

The Senior Finance and Administrative Officer is responsible for providing day-to-day financial management and operational support for the management of projects implemented by HCWH Europe and for all the resources managed by the organisation. The position focuses on business partnering and project/grant management, but the focus might change depending on the profile and experience of the candidates.

Overview of the tasks and responsibilities:

Finance

- Provide financial and administrative expertise for the management of projects and grant agreements
- Work closely with the Director of Operations, Budget holders and the Development team for the creation of HCWH Europe's annual budget,
- Working with HCWH Europe's Programme and Development teams through the full grant lifecycle, from proposal development and budget preparation to supporting financial monitoring and reporting.
- Prepare regular financial reports for Donors, Budget holders, the Executive Leadership Team and the HCWH Europe Board of Directors.
- Provide regular financial monitoring reports to budget holders for their projects
- Contribute to book-keeping operations in the financial software (currently WinBooks), including:
 - Purchase invoices;
 - Sales Invoices;
 - Credit cards;
 - Bank statements;
 - Payroll accounting.
- Manage programme audits and contribute to annual statutory audit, reconciliations and preparation of financial statements.
- Maintaining and developing robust internal financial controls to safeguard organisational assets.
- Contributing to the development of systems, financial policies and procedures.

Human Resources

- Assisting with the management of HR files and systems and liaising with insurers, payroll, pension and other service providers, etc, as required.

Office Management & Administration

- Contribute to the maintenance of all office equipment and ICT technology

- Contribute to the management and development of administrative and operational systems

Preferred Qualifications and Experience

- A degree in Accounting, Business, Finance, or a related field
- Between 3 and 5 years of relevant professional experience, with a strong emphasis on project finance and grant management.
- Experience in financial reporting, especially to donors
- Experience of working with EU and non-EU foundations
- Experience working in European non-profit and/ or member-based organisations/ associations
- Knowledge of the Belgian legal framework for international non-profit associations is an advantage.

Knowledge, Skills and Abilities

- Fluency in English (written and spoken) is mandatory for this role.
- Knowledge of accounting principles and logic
- Excellent analytical/numerical skills accompanied by strong organisational skills.
- Comfortable using their own initiative and taking ownership of processes.
- A keen eye for detail and a willingness to explore improvements in all areas
- High levels of integrity and trustworthiness (the post holder will be expected to handle confidential and sensitive information)
- Strong interpersonal skills and the ability to work both autonomously and as part of the team
- Solid IT competencies with standard Microsoft Office software and Google Docs (with excellent proficiency in MS Excel)
- Interest in sustainability and/ or the healthcare sector
- Excellent communicator
- Ability to work under pressure and under tight deadlines
- Positive outlook and a good team player.

Rewards & Benefits

In addition to salary, we offer a range of additional benefits to our Belgium-based employees. They include:

- 13th-month salary bonus paid out in December, applicable after 1.5 years of employment.
- Double holiday pay (double pécule de vacances), paid out in May/June - pro rata to the number of days worked in the previous year in Belgium.
- Meal vouchers (Edenred) are provided at a face value of € 8 per day worked, with an employee contribution of €1.09.
- Monthly transport allowance of €49 per month (Brussels-based) €115 (outside Brussels).
- Monthly home working allowance of €120 per month.
- Hospital Insurance (DKV).
- Pension Plan Scheme (NN Group).
- 20 legal holidays per annum - pro rata to the number of days worked the previous year in Belgium.

- Five extra-legal holidays per annum – pro rata to the number of days worked the previous year at HCWH Europe.
- Christmas break: The office is closed between Christmas and New Year inclusive (paid holiday).
- We operate on a four-day work week, wherein every Friday is a paid day off without the need for extra hours, resulting in 32 (efficient) hours of work instead of 38 hours.
- We offer flexible working arrangements. We understand the importance of work-life balance and strive to accommodate our team members' preferences whenever possible.

The role is based in Brussels, with flexibility to work from home in Belgium and occasional opportunities to work from abroad, as agreed with your line manager. No relocation package is provided.

We are also working hard to create an inclusive culture that is grounded in our mission to create a more sustainable healthcare sector. We aim to encourage people from all backgrounds to work with us and are particularly interested in hearing from people from minority backgrounds and all socio-economic sections of society.

How to Apply

All candidates must demonstrate that they hold the existing right to work in Belgium. To apply for this position, please send an email to jobseurope@hcwh.org.

- Please include your last name and the job title in the subject line: i.e., LAST NAME Senior Finance and Administration Officer.
- Attach your CV and a cover letter (Word or PDF format) explaining your motivation for the position.
- Please let us know where you found the position advertised and when you would be able to start.

Timeline

- Deadline for Applications: Midnight CET, 15 July 2026.
- Successful candidates will be contacted by 22nd July 2026.
- Please note that only candidates selected for an interview will be contacted.