

## Administration and Finance Manager

Experience: 3-5 years

Location: Brussels

Deadline: 30 September 2017

Starting date 1<sup>st</sup> November 2017

**Hydrogen Europe is currently looking for  
an experienced administration and finance manager (full time)**

### POSITION SUMMARY

Hydrogen Europe is seeking a qualified Administration and Finance Manager for its office in Brussels, Belgium. This is a key position in the organisation, responsible for the smooth day-to-day running of the office, ensuring proper financial, administrative and HR service to support a 5-10-person team, the association board and broader membership. The Administration and Finance Manager will report to and work closely alongside Hydrogen Europe's Director.

We are looking for a motivated individual with a proven track record in managing a busy office. To thrive in this role, you will need to work independently, communicate well and be well organised.

### MAIN RESPONSIBILITIES:

#### Finances:

- Hydrogen Europe's finances
  - Prepare and monitor Hydrogen Europe' annual budget
  - Prepare accounts and year-end report
  - Prepare Hydrogen Europe regular financial reports
  - Annual membership invoicing and collection
  - Manage payroll process with external payroll provider (social secretariat)
  - Manage contractor invoices and staff expenses claims
  - Initiate and record payments to staff, suppliers and service providers
- Fuel cells and Hydrogen Joint Undertaking (FCH JU)
  - Ensure the collection of the Hydrogen Europe's members contribution to the FCH JU
- EU funded project financial planning and reports

#### Planning and Administration

- Assist in preparing a planning of the associations operations and monitor progress
- Organise and administer internal meetings (Board, General Assembly and weekly staff meetings) including the timely distribution of agenda and supporting documentation, taking minutes and monitoring the fulfilment of all action points;

- organise office operations and procedures, develop and update office manual, and maintain policies as necessary.
- maintain and organise up-to-date archiving system (hard copy, electronic), managing signatures of documents, etc;
- daily maintenance of office facilities; order stationery and equipment

### Membership

- Respond to general inquiries and other correspondence (phone and mails) with Hydrogen Europe's members and contact network;
- Serve as liaison between members and the association secretariat;
- Develop and update members databases.

## REQUIREMENTS

### Required:

- 3-5 years of experience working as administration and finance manager (office manager) either in a consulting firm, a SME or an association.
- Experience and/or strong academic background with **Belgian** accounting practices and social law (payroll, employee enrolment, etc.).
- Proficiency with MS office tools and excellent command of MS Excel required.
- A very organized and structured person able to plan activities and ensure timely implementation
- Demonstrated capability of arranging of logistics, workshops, conference and dealing with the associated last-minute expectancies.
- A highly motivated individual, pro-active problem solver, collaborative, stress-resistant, able to deal with multiple simultaneous demands,
- Able to anticipate and handle necessities linked to the running of an office;
- Highly ethical and discreet.
- A perfect command of English and French with strong writing skills.

### Nice to have:

- A previous international experience is valuable.
- Experience with mass mailing tools, CRMs, project management tools
- Experience in dealing with administrative and financial aspects of EU project and public procurement processes.

## ABOUT HYDROGEN EUROPE

Hydrogen technologies are key to ensure the success of the energy transition enabling storage of intermittent renewable energy (Wind and Sun) as well as zero emission transport, heat and power.

Hydrogen Europe is the leading European association working to make fuel cell and hydrogen (FCH) technologies an everyday reality in Europe. With over 110 members, the Association represents companies of all sizes as well as national and regional

associations from across Europe in the field of FCH technologies. Hydrogen Europe's work is driven by a 5-8 team, the Board, the members technical and policy committees and falls into two key streams –innovation and advocacy.

In innovation, Hydrogen Europe partners with the European Commission and the research community in a public-private partnership, the Fuel Cells and Hydrogen Joint Undertaking (FCH JU). The FCH2JU drives a funding stream worth €1.3billion to accelerate the market introduction of these clean technologies in energy and transport. The technical committees which are made up of Hydrogen Europe and N.ERGHY members are responsible for shaping the funding priorities of the FCH2JU.

In advocacy, Hydrogen Europe serves as the single voice of the EU hydrogen sector towards European decision-makers. This work is carried out by the association's advocacy staff and the Advocacy Taskforce which is composed of and driven by our members. Hydrogen Europe's capacity in advocacy has been strengthened in the last year by the inclusion of national and regional associations which provide a two-way communication between national and regional decision makers and the advocacy team's engagement with EU policy makers.

**More information on [www.hydrogeneurope.eu](http://www.hydrogeneurope.eu)**

**Contact:**

Please send your CV and a cover letter explaining point by point how your profile corresponds to the job requirements directly to [n.brahy@hydrogeneurope.eu](mailto:n.brahy@hydrogeneurope.eu). The deadline of submission is the 30<sup>th</sup> of September.