

JOB ADVERTISEMENT

Finance and Administration Manager (m/f)

Place of employment: Based in Brussels and homeworking
Availability: As soon as possible
Contract: fulltime (or 80 %), permanent contract

Organisational Background :

In 11 African countries (Benin, Burkina Faso, Mali, Mauritania, Niger, DR Congo, Comoros, Rwanda, Burundi, Uganda, and Tanzania) (Vétérinaires Sans Frontières Belgium (VSF-B) helps family livestock farmers to practice ecologically responsible livestock farming. With training, equipment and medicines, we work with them to keep their animals and their environment healthy and allow people to live in dignity.

Following the principles of One Health ("Healthy animals, Healthy people, Healthy planet"), we provide answers to today's most essential health issues. Our special focus on the sustainable management of biodiversity and ecosystem health, lowers the risk of wildlife diseases spreading to humans and livestock. This is how we help prevent pandemics such as COVID-19 or Ebola.

In Europe, centred towards Belgium, our activities focus on raising awareness and lobbying consumers, livestock professionals, and decision-makers.

Vétérinaires Sans Frontières Belgium directly employs around 160 people in our project countries and 22 staff at our headquarters in Brussels.

Vétérinaires Sans Frontières Belgium is VSF B is a Belgian NGO headquartered in Brussels with regional offices in West Africa and the Great Lakes region. Our annual revenues are about 14-15 million Euro. It is a member of the international non-profit organization Vétérinaires Sans Frontières International and encourages collaboration with local partners in the countries where we work.

Organisational Challenges

We are a dynamic organisation internationally recognised for our expertise and quality of work. As a learning organisation, we understand that change is a continuous process requiring time and dedication from the entire team. Our goal is to ensure that our financial and administrative support services (finance, IT, logistics and the broader administration) respond better to the needs of our HR, operational and communication teams.

Hence, we are seeking a Finance and Administration Manager to address the following challenges:

- **Enhance Efficiency:** Improve the efficiency of our support services and monitor their performance through Key Performance Indicators (KPIs). Build a strong team.
- **Financial Agility:** Anchor the organisation in an agile and volatile financial context.



- **Strategic Alignment:** Translate our agility strategy and decentralisation objectives into financial goals that reinforce our long-term position as a key livestock actor and expert.

Position Overview

The Finance and Administration Manager oversees and leads the daily operations of the finance, IT, administration, and logistics departments. This role ensures alignment with the organisation's overall strategy. The manager will bring energy, enthusiasm, and strong leadership to inspire, motivate, and coach the VSF B service department staff, driving excellence and supporting the goal of decentralisation.

The Finance and Administration Manager reports to the CEO, is part of the management team, and supports the CEO in reporting to the Board of Administrators regarding VSF B's financials. The manager closely collaborates with the HR manager and supervises a team of 2-3 staff at HQ and ensures that finance managers at Regional and Country Offices operate within the established framework.

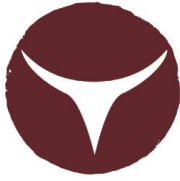
Responsibilities

- Optimize departmental operations in a decentralized manner, adhering to the subsidiarity principle.
- Align financial resources with strategic development to ensure organizational agility.
- Develop strategies for financial management, IT and logistics in line with the organization's overall strategy
- Enhance and implement frameworks for financial management, internal control, logistics, IT and administration across the organization
- Maintain and communicate financial dashboards to stakeholders.
- Coordinate financial reporting and ensure compliance with institutional donors' procedures.
- Lead, train, and coach an effective and collaborative international team.

Requirements/Profile

Minimum requirements

- Master's degree in Economics, Business, Financial Management, or equivalent experience.
- 5-8 years in mid or senior-level Accounting and Financial management.
- Strong financial management skills (strategic development, internal control, KPI follow-up).
- Proven experience in leading financial and organizational change.
- Familiarity with large institutional donors (e.g., DGD, EU, USAID)
- Excellent IT skills.
 - Proficiency in French and English.
- Team builder across cultures, operational team player, and coach.
- Strong communicator, inspiring excellence and driving results.
- Demonstrated leadership and people management skills.
- Solution oriented, innovative, and eager to learn.



Desirable requirements

- Specialization in Finance/Accounting.
- Experience in Logistics management and IT.
- Experience in developing and implementing Logistics, IT and ERP systems.
- Experience in decentralisation processes.
- Background in humanitarian aid/development, preferably in Africa.
- Working knowledge of Dutch.

Attitudes

- Share VSF's values: respect, transparency, and sustainability.
- Demonstrate integrity and set high standards.
- Be interculturally sensitive.
- Willing to travel to Africa regularly.

Our offer

Vétérinaires Sans Frontières Belgium is a learning organization. We are a close-knit and committed team that puts quality at the forefront of its mission, its work and its values.

The organization offers a stimulating and international work environment that leaves ample room for creativity and innovative ideas.

We offer a full-time (or 80%) open-ended contract with competitive compensation and additional benefits, according to the NGO sector. We strive to ensure a good work-life balance for our employees.

How to apply ?

Are you ready to join a professional team and an organisation with a significant social and human mission, where you can flourish and grow? We're waiting for you!

To apply, please email your cover letter, CV, and contact details of three references to hr@vsf-belgium.org, with "Fin Manager" in the subject line. We will continue shortlisting and interviewing candidates until the position is filled.

This position is open to all qualified candidates. Only shortlisted candidates will be contacted and invited to participate in a practical exercise and interviews. Candidates must be eligible to work in the European Union.

For more information, visit www.vsf-belgium.org, email us at hr@vsf-belgium.org, or call us at +32 (0)2 539 09 89.