



Finance and Administration Officer (3 days a week)

SIRIUS Policy Network on Migrant Education is a membership organization that brings together academics, practitioners, policy-makers and activists in the field of migrant education across Europe. We encourage inclusive policy-making processes to ensure inclusive education across the EU.

Tasks and Responsibilities

1. Finances and General Accounting

Support the financial management of the organization including:

- Budget monitoring and **expenditure control**.
- Payroll and salary management.
- Monitoring of project accounts, control of expenditure against budgets; Calculating staff costs to allocate to various projects.
- Project reporting / preparing project reports
- Managing contracts and project agreements with third parties
- Assist in other financial tasks when requested

2. Administration

- Support the preparation and submission of audited accounts the Belgian Administration.

- Support publications in the Belgian official Gazette in line with legal requirements.
- Provide administrative support including answering administrative queries, verifying contracts, assisting in ensuring compliance with Belgian law, including filing documents in Moniteur Belge etc.
- Administrative support to the board in events and activities of the membership.
- Assist in other administrative tasks when requested.

Qualifications:

- **Bachelor's degree** in a relevant field (e.g. accountancy, finance, business administration)
- At least 2 years of professional experience in financial and budgetary management, ideally in a Brussels-based non-profit organization
- **Proficiency in English** (both written and spoken) **knowledge of French advantage.**
- Structured, with solid organizational skills and able to work autonomously
- Communication skills
- Proficiency in MS Office Suite in particular Excel and financial data management systems

Employment conditions

- 3 days per week part time position
- Type of contract. 1 Year consultancy contract (with possibility of extension)
- Gross amount per day 250.00 Euro
- Remote position (based in Belgium) with flexible working hours adjusted to personal needs

Start Date: 1st December 2025

Application procedure: Send CV and motivation letter to Sara Sow Linares, sara@sirius-network.org