

Positive Money EU - Finance and Operations Intern

Reports to: Head of Finance, Operations and HR

Grade: 1

Positive Money is a leading international progressive research and campaigns organisation seeking to reform the money and banking system. We produce ground-breaking research and policy proposals, inform the public and politicians, regularly appear in the media, and mobilise the public behind people-powered campaigns. We believe in radical systems change, and we work across three key areas: democratising money and banking, a green and fair European Central Bank (ECB), and financing the just transition in Europe.

We are recruiting for a Finance and Operations Intern to support our Head of Finance, Operations & HR. This internship offers a hands-on learning experience in finance, operations, and HR within a dynamic NGO environment. You will gain practical skills while contributing to the smooth functioning of Positive Money Europe. You will report to the Head of Finance, Operations & HR.

Responsibilities include:

Finance & Accounting:

- Assist with processing and recording invoices, payments, and expenses.
- Support grant budget tracking and financial reporting.
- Help with financial reconciliations and audits.

Operations & Administration

- Assist in organising meetings, events, and travel.
- Manage office supplies and supporting general office administration.
- Help maintain internal databases and filing systems.
- Support the implementation of internal processes and policies.

Human Resources & People Operations

- Assist with employee records and HR documentation.
- Support payroll preparation and leave tracking.
- Help coordinate training sessions and onboarding processes.

We are committed to diversity, equity, inclusion, and accessibility and aim to dismantle oppression in all areas of our work. If you have any questions or considerations you would like us to accommodate in the recruitment process, please email Ines, our Head of Finance, Operations & HR, at ines.lili@positivemoney.eu

We invite anyone who is interested to apply, regardless of background, experience, or credentials. We aim to select candidates based on performance in our selection process and actively try to minimise the influence of our biases. There is no perfect candidate, so if you can picture yourself thriving in this role, we'd love to receive an application from you.

Person Specification

- Commitment to Positive Money's mission and commitment to learn about our culture (see our [values and principles of work](#)), including our anti-oppression work
- Interest in finance, accounting, operations, and/or human resources within an NGO or nonprofit setting.
- Strong organisational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines in line with priorities and timelines set by the Head of Finance, Operations & HR
- Proactive and able to work independently as well as in a team.
- Proficiency in Microsoft Office (Excel, Word, Outlook) or Google Workspace.
- Fluent in French and/or Dutch (written and spoken) with a good working knowledge of English.
- Familiarity with accounting software (e.g., WinBooks, Xero, Odoo) is a plus.
- Some experience in finance, administration, or HR (through studies, volunteering, or previous work experience)

Terms and Conditions

- Contract: 6 months (Contrat d'Immersion Professionnelle)
- Remuneration:
 - €1,200/month
 - €52/month for transportation costs
 - DKV insurance (ambulatory and hospitalisation)
- Location: Flexible between working in our Brussels office (Square Ambiorix 10, 1000, Brussels) and working from home in Belgium
- Hours: ideally full time but we can be flexible for the right candidate
- Start Date: as soon as possible in March 2025

How to Apply

Please complete the application form [here](#) by March 10th 2025, 9.00 AM.

We will contact shortlisted candidates shortly after the deadline to invite them to complete a short written assessment and an interview.

Positive Money is committed to providing equal employment opportunities to all qualified applicants and do not discriminate on the basis of race, colour, ethnicity, religion, sex, gender, gender identity and/or expression, sexual orientation, size, national origin, disability, age, marital status, pregnancy, parental status, or genetic information. We are committed to hiring and retaining a diverse, culturally competent staff at all levels of the organisation. We strongly encourage people of the global majority, especially Black and Asian folks, LGBTQIA+ individuals, persons living with disabilities, women, non-binary individuals, and people of various socioeconomic backgrounds to apply for this position.

We are committed to making our hiring process as accessible as possible. To request a special arrangement, please let us know in your application or email Ines at ines.lili@positivemoney.eu.