

## Positive Money EU - Projects and Finance Assistant (Internship)

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 economic system so that it serves people and the planet. Our expertise lies within monetary policy from which we are building various policy interventions for a fairer, more democratic and sustainable economic system in the EU. We produce ground-breaking research and policy proposals, advocate for them with EU policymakers, and engage in the public debate through regular media appearances and social media interventions. Discover more at [positivemoney.org](https://positivemoney.org)

We are recruiting a Projects and Finance Assistant to support our Head of Finance, Operations & HR on the day-to-day operations of the organisation, as well as to assist the rest of the team on various projects. This paid internship offers a hands-on learning experience in finance, operations, HR and project management within a dynamic NGO environment. You will gain practical skills while contributing to the smooth functioning of Positive Money Europe, and get the opportunity to collaborate with a variety of stakeholders in the EU Brussels environment. Our organisation is also engaged on a strong development path to fight against all structures of oppression. We are working towards systematically enhancing diversity, equity and inclusion in all our practices and projects and you will be contributing to this as well. You will report to the Head of Finance, Operations & HR.

You can expect around 2/3 of your time dedicated to daily finance, operations and HR support whilst we are happy to tailor the remaining time to supporting other projects most aligned with your interests and strengths.

This is an entry-level position targeted at recent graduates as well as graduates who have acquired initial work experience through internships. We invite anyone who is interested to apply, regardless of background, experience, or credentials. We aim to select candidates based on their genuine motivation to learn and contribute, and on their performance in our selection process whilst actively trying 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 !

Responsibilities include:

Finance and operations support:

- Assist with processing and recording invoices, payments, and expenses.
- Support grant budget tracking, financial reporting and audits.
- Manage office supplies, maintain internal databases, interact with regular service providers, and perform a variety of tasks and missions to support a smooth running of the office.

People and culture development support:

- Assist with employee records and HR documentation, including payroll preparation and leave tracking.
- Help developing and coordinating training sessions, team retreats and onboarding processes, including a strong focus on diversity, equity and inclusion.

- Support the improvement and implementation of internal processes and policies, performing research and comparison tasks, and engaging with external experts.

#### Projects management and meetings support:

- Assist in organising meetings, events, and travel; both for internal meetings (such as board meetings, team retreats...) and for partners or external events (such as coalition gatherings, meetings with funders or other stakeholders, launch events, roundtables...).
- Perform background research, mapping exercises and write briefings and reports in support of research and policy projects.
- Attend external meetings and conferences (EU institutions, partner organisations...) in support of senior staff - preparing briefings, drafting minutes and reports, contributing to policy or communications outputs, etc.

#### Person Specification:

- Alignment with 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
- Interest to discover multi-stakeholders project management and policy influence in an EU non-profit setting
- Strong organisational skills, problem-solving attitude, analytical mind, 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 English, with ideally at least a passive understanding of French and/or Dutch
- Familiarity with accounting software (e.g., WinBooks, Xero, Odoo) is a plus.
- Some experience in finance, administration, project management or HR is a plus (through studies, volunteering, or previous work experience)

#### Terms and Conditions

- Contract: 6 months (Contrat d'Immersion Professionnelle), with the possibility for a second 6 months internship
- 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: mid-September 2025 or as soon as possible

## How to Apply:

Please complete the application form [here](#) by August 17th 2025, Midnight.

We will contact shortlisted candidates shortly after the deadline to invite them to complete a short written assessment and an interview (in person in Brussels or online), between the 25th of August and the 5th of September 2025

*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 Aurélie at [aurelie.marechal@positivemoney.eu](mailto:aurelie.marechal@positivemoney.eu)*