

Finance and Operations Manager

Reports to: Executive Director

Grade: 4 (manager)

Positive Money Europe is recruiting a Finance and Operations Manager (Brussels-based, full- or part-time)

To minimise the risk of unconscious bias, we ask that applicants remove certain identifying elements from their CVs. Further information is provided below but please note that, if you do not remove these details, we reserve the right to withdraw your application from review.

About Positive Money Europe

We are a non-profit organisation working to redesign the economic system for people and the planet. In the EU office, 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 we engage in the public debate through regular media appearances and social media interventions. Discover more about our core topics and recent interventions at positivemoney.org

Our organisation is engaged on a strong development path to fight against all structures of oppression. We are working towards systematically enhancing diversity, equity and inclusion in our practices and projects. We actively cultivate support, respect, open communication and collaboration with each other, and encourage creativity and innovation. We foster an environment where diverse perspectives are valued and where work arrangements are tailored to accommodate individual needs, ensuring every team member can contribute their best work.

You can discover more about our philosophy, priorities and ways of working [here](#).

Please read further to learn more about our culture, benefits, and hiring process. If you have any questions or considerations you would like us to accommodate in the recruitment process, please email Aurélie, Executive Director at aurelie.marechal@positivemoney.eu

About the role

We are recruiting a Finances & Operations Manager to join our Brussels-based team on either a full-time (38 hours/week) or part-time basis (minimum 50%). The role will focus

on ensuring the smooth running of our finance, administration and operational functions, and leading the financial management of our grants.

Working closely with the Executive Director and external service providers, you will manage the day-to-day finance administration of the organisation and support budgeting, financial reporting and audits. You will also oversee grant budgets, monitor expenditure, prepare financial reports for funders, and support the development of project budgets for funding applications.

Alongside financial responsibilities, you will coordinate a range of operational and administrative activities that enable the organisation to run effectively. These include supporting HR administration and payroll processes, coordinating office administration, organising staff travel and Board logistics, managing relationships with external suppliers, and continuously improving our internal systems and processes.

As a key member of a small and collaborative team, you will help ensure that our operational systems effectively support our advocacy, research and communications work. You will also contribute to the organisation's wider development by supporting fundraising through grant budgeting and financial reporting, identifying opportunities to improve organisational processes, and helping build a resilient and efficient organisation as we continue to grow.

You will report directly to the Executive Director.

About you

You are an organised, detail-oriented and proactive professional with experience in finance administration, ideally managing grants in a Belgian non-profit environment. You are comfortable working with budgets, financial data and spreadsheets, while also enjoying the variety that comes from supporting administration and operations.

You are able to balance multiple priorities, communicate effectively with colleagues and external partners, and take ownership of your work. You enjoy improving processes and building reliable systems that help others do their work effectively.

You are excited about Positive Money Europe's mission and share our commitment to collaboration, inclusion and continuous learning.

Accountabilities

The accountabilities below have been evaluated for a 80% working-time regime with room for growth in the role. If the actual working time of the successful candidate is less than 80%, some tasks and responsibilities will be externalised. For full-time candidates,

other responsibilities may be added, depending on the candidate's profile and interest, and on the organisation's needs.

Strategy

- Contribute to the continuous improvement of finance, grant management and operational processes.
- Support the Executive Director in developing project budgets for funding applications.
- Identify opportunities to improve administrative efficiency, financial reporting and grant management systems.

Delivery

Grant Management

- Lead the financial management and administration of all grants.
- Monitor grant expenditure and ensure compliance with donor requirements.
- Prepare financial reports for funders.
- Maintain grant budgets and expenditure tracking tools.
- Support project teams throughout the grant lifecycle.

Finance

- Manage day-to-day financial administration and accounting.
- Process invoices, payments and staff expenses.
- Produce budget monitoring reports and financial information for management and the Board.
- Support annual budgeting, forecasting and audit preparation.
- Maintain finance procedures and documentation.
- Coordinate payroll administration, to ensure timely and correct salaries and benefits payments, with the external HR provider.

Operations

- Coordinate day-to-day office administration and operational processes.
- Provide administrative support for HR procedures, such as recruitment processes when required, onboarding/offboarding processes, leave and employment benefits, etc.
- Coordinate procurement and relationships with external suppliers.
- Organise staff travel and accommodation.
- Support IT administration.
- Support the organisation of Board meetings, including logistics and documentation.
- Maintain organisational records, filing systems and internal procedures.

People

- Foster a collaborative and supportive team spirit

- Provide effective and empathetic communication
- Act as the first point of contact for finance and grant administration queries.
- Work collaboratively across the organisation to ensure operational processes effectively support programme delivery.
- Communicate financial information in a clear and accessible way to colleagues with different levels of financial knowledge.

External

- Build and maintain effective working relationships with funders, external consultants, payroll providers and other suppliers.
- Liaise professionally with external partners on grant administration, payroll processing and financial reporting matters.

Culture

- Communicate with self-awareness, respect and transparency, actively contributing to a work environment where other team members feel safe and heard, and collaborate with an open mind
- Communicate clearly and constructively with external partners to ensure a smooth running of the projects
- Role model [our values and principles of work](#) within and outside the organisation
- Implement strategies and practices to dismantle oppression within the research programme, and embed anti-oppression thinking in our research projects

Person Specification

Skills & Experience

Essential

- Experience in grant management and financial administration within a Belgian ASBL/VZW or similar organisation.
- Experience managing grant budgets and preparing financial reports for funders.
- Excellent Microsoft Excel skills (e.g. financial reporting, Pivot Tables, XLOOKUP/VLOOKUP and advanced formulas, etc.)
- Excellent organisational skills and attention to detail.
- Ability to manage multiple priorities and deadlines.
- Experience working with external consultants.
- Working proficiency in English, and in French or Dutch

Desirable

- Basic accounting knowledge and/or experience using tools such as Odoo
- Experience coordinating Belgian payroll administration.
- Experience supporting (multi)annual budgeting and forecasting.
- Experience supporting Board administration.

- Familiarity with Belgian nonprofit financial compliance.
- Experience improving administrative or financial systems and processes.

Values & Behaviours

- Passionate about Positive Money Europe's mission of building a fair, democratic and sustainable economy.
- A problem solver, willing to dive into uncertain or complex new areas of work;
- High degree of initiative and attention to detail;
- Strong sense of ownership and accountability.
- Excellent analytical and problem-solving skills.
- Excellent interpersonal and relationship-building skills;
- Able to work autonomously while collaborating effectively with colleagues.
- Committed to continuous learning and improving systems and processes.
- A commitment to continued learning on anti-oppression concepts;
- High level of self-awareness. Skilled in reflecting on your own behaviours and practices and working to change them where necessary;
- Commitment to demonstrating [our values and principles of work](#) in your work.

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.

Terms & Conditions

Contract: The role is for a long-term contract (Belgian “contrat à durée indéterminée”) with a 6-month evaluation period. We are not currently able to sponsor visas in Belgium, and so you will need a permanent right to work in the country.

Salary: €3,819.36 gross monthly for a full-time.

Salaries are automatically indexed regularly following the Belgian mandatory system accounting for inflation.

In addition we offer a potential 2% progression per year, subject to the financial situation of the organisation and to the results of the employee's annual appraisal.

Benefits (pro rata if working less than full time hours):

Positive Money is committed to developing our employees, and being a supportive, flexible and compassionate employer. We offer a range of benefits to EU staff including:

- 5 extra holidays on top of the statutory 20 days and 10 public holidays that are standard under Belgian law
- Supplementary pension scheme of 4.5% of gross annual salary and supplementary capital in the event of death (life insurance)

- Meal vouchers, which can be spent in supermarkets & most restaurants, of €8/working day
- Full coverage of public transportation costs for home to work commute (monthly subscription for Brussels public transport of €56/month, or train subscription corresponding to the actual commute)
- Work from home allowance of €160.99/month
- DKV health insurance coverage (including amongst others: ambulatory costs, hospitalisation, dental care, glasses, hospitalisation, assistance in Europe, etc.)
- Phone allowance of €10/month
- Representation fees of €100/month
- Remote work from abroad in Europe up to 3 months per year

Location: Flexible hybrid arrangement between working in our Brussels office (Avenue de Broqueville 40, 1200 Brussels) and working from home in Belgium.

Hours: Full-time (38 hours/week) or part-time with a minimum of 50% (19 hours/week). Possibility to work a full-time equivalent in 4 days/week.

Starting date: as soon as possible and no later than December 2026

How to apply

To minimise the risk of unconscious bias, we ask that applicants remove certain identifying elements from their CVs. If you do not remove these details, we reserve the right to withdraw your application from review:

- Photos
- Name – if needed, please use 'Applicant'
- Age, gender
- Email and/or phone number

*Please name your CV using the format **CV_XY**, where X is the initial of your first name and Y is the initial of your last name. For example: **John Smith** → **CV_JS***

We also reserve the right to withdraw your application from review if you use AI tools such as Chat GPT to complete the sift questions / write your CV.

Please complete the application form [here](#) by September 9th 2026, midnight CET.

We do not ask for a cover letter but are using sift questions in the application form to assess the motivation of the applicants and provide a comparative ground between them.

We will only accept complete applications submitted through the application form.

What happens next?

We will contact shortlisted candidates to invite them to complete a written assessment and an interview (in person in Brussels or online) end of September/ beginning October at the earliest.

We reserve the right to ask for references during the recruitment process.

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 aurelie.marechal@positivemoney.eu