



Job Description of Finance Management Consultant

The freelance Finance Management Consultant (FMC) takes responsibility for managing the organisation's finances, supports the SERE Chief Operating Officer (COO) to run the operations, and the Treasurer to ensure accountability of the organisation. The FMC helps define the fundraising strategy including project funding and other revenues, and identifies ways to optimize the business model of the organisation, including risks and opportunities. The FMC ensures the financial administration, budgeting and reporting and to this end, works in close collaboration with the external accounting company.

Key duties and responsibilities:

1. Financial and budget management: creates, oversees and monitors the annual budget plan and implementation.
2. Manages and reports financial data, provides quarterly financial reports and forecasts, and advises the COO and the Board.
3. Supports the SERE Treasurer in their functions to ensure financial and legal compliance.
4. Overseeing the financial & fiscal rules, procurement rules and other related rules of the organisation.
5. Maintains the project budgets, project cash flows and reports to the funders, and fulfills administrative requirements for projects.
6. Monthly month-end closing procedures regarding validation of staff timesheets and cost declarations, invoices, and processing to the accountant. Preparing outgoing invoices. Overseeing payments and receivables within the organization.
7. Consider the financial and fiscal implications of contracts and legal procedures (with occasional external expert support if necessary).

8. Preparation of administrative documents for signature by respective SERE BoD or COO, e.g. financial identification forms, agreements, contracts and letters to authorities.
9. Stays informed about financial and fiscal obligations and requirements under Belgian and European law for NGOs and supports the organization to ensure compliance.
10. Closing and confirming the annual accounts in close collaboration with the accountant.

The ideal candidate is/has:

- Established as a contractor/freelancer
- Previous financial management experience, preferably in non-profit organizations
- Budget development skills
- Financial administration expertise
- Speaks: Dutch/French and English
- Digital skills (Google sheets, accounting applications etc)
- Autonomous in full execution
- Hands-on and proactive attitude

Compensation

- Freelance contract with initial duration of one year, with extension possible
- Hourly rate all costs included
- Average working hours 10-12/week