

ECIA is looking for an applicant for a (part time) position as FINANCE & ADMINISTRATION OFFICER

The European Council of Interior Architects (ECIA) has been awarded funding by the Creative Europe Programme of the European Commission to support a project over the next three years (starting from May 2022) called Building on Connections for a Stronger Profession (BCSP). Within this project six subprojects have been identified to professionalize the organisation ECIA and to increase recognition and strengthen the profession of interior architect.

The management, execution and administration of the project require a broad set of skills and practical experience. The project will be run by a project team, consisting of ECIA board members and the project coordinator.

Job description

Under the general supervision of the Treasurer of the association, the Finance and Administration Officer will play a double support role :

1. The execution of the accounting / finance / some administrative tasks pertaining to the day-to-day activities of the ECIA
2. Bringing his finance and administrative expertise in order to properly oversee and support the BCSP project on the financial side in a proactive way.

Although these 2 roles are distinct, there will be an obvious synergy between them.

Qualifications

of our ideal Finance and Administration Officer:

- Education and professional experience in the field of finance, accounting and general administration (HR, contracts, legal, ...)
- Experience in the development, responsibility and implementation of finance management in a complex/growing environment and projects.
- is open to the interior architecture sector;
- desire and pleasure to implement creative ideas; willing to work in a broad and challenging environment
- Very good communicator with other functions internal to the organisation; with members of the association and external contacts, especially with the EU organisation.
- is fluent in English and French (both in writing and speaking);
- can work independently and in a team, is service oriented and reliable;
- has excellent planning skills; high social competence as well as pragmatic approach and high assertiveness
- Very good knowledge of IT systems (Accounting software; Office365; Adobe;)

Tasks

The main tasks of our finance and administration officer will be as follows:
(full job description available upon request)

Ad 1. ECIA Day-to-day role:

General financial and administrative activities, cash and bank handling, keeping the data of the members up-to-date, accounts receivable, accounts payable, etc. All work is done in close contact/cooperation with the ECIA treasurer, secretary general and other board members, bank, external administrative office, suppliers and member organisations.

Ad 2. BSCP Project external support role:

Budget, reporting, invoices, expenses handling, cash management, tasks on human resources and general activities like support in communication with the EU organisation regarding finance matters, anticipate / determine any possible needs of financial reporting with the EU, cross charging expenses from one entity to the ECIA – BSCP section, follow up of voluntary work, proper time etc.

All work is done in close contact/cooperation with the project coordinator, working group BCSP, the ECIA treasurer, secretary general and other board members, bank, EU contacts, payroll bureau, suppliers and member organisations.

Offer

This position will be the subject of either a direct contract other than an employment contract (i.e. with self-employed candidate or working for its own entity for which the candidate is the only employee), either of a secondment agreement with the candidate's employer.

The contract will be a part-time contract and is expected to cover 5 days a month as a first estimation but could be revised upwards depending upon the needs and under mutual agreement.

At first, a one year contract will be offered, including a one month probationary period and, upon good performance, will be extended by 2 years.

Work conditions will follow those applicable for employees in terms of organisation of the tasks, salary conditions, and place of performing the tasks (considering remote working under a good interface and communication). Willingness to travel is essential.

About ECIA

ECIA is the representative body for the European professional organizations in Interior Architecture and Design. Founded in 1992, ECIA currently represents 16 member-national organizations, with over 14000 professional Interior Architects/Designers. ECIA provides a common platform for the exchange of information on best professional practice. It endorses minimum common standards of education and professional profile for the associated Interior Architects/ Designers in the member organisations.

Additional information

For additional information about ECIA we refer you to the website www.ecia.net. For more information about the project or the job, please contact us via secretary.general@ecia.net.

Applications

We look forward to receiving your written application in **one pdf-file** with the keyword "ECIA BCSP Finance officer". Your application should contain a written motivation in English, as well as your curriculum vitae and the names of two references. The application can be sent to secretary.general@ecia.net.

Application deadline is **3 July 2022**

Selected candidates will be invited for an online interview in the first half of July 2022.
Start date: as soon as possible.