PART-TIME ACCOUNTANT AT WEFORST

WeForest is fast growing international non-profit association with headquarters in Belgium and projects in Brazil, Ethiopia, India, Tanzania, and Zambia: it is demonstrating through the restoration of entire regions that well-planned reforestation can be the solution to today’s biggest challenge: global warming.

The organization is promoting Forest Landscape Restoration best practices, creating a movement, engaging the greatest brands and their millions of customers to act.

The activity is growing exponentially, and the organization is urgently looking for a part-time (50%) accountant to reinforce its central team.

Reporting to the Chief Finance & Administration Officer (CFAO), who is based in Belgium, the accountant will help the organization ensure that its finances are robust and accurate, and that we provide financial transparency to our donors and sponsors.

TASKS & RESPONSIBILITIES

• Manage accounts receivable (issue invoices to donors and sponsors, and follow-up on payments)
• Record and pay supplier invoices
• Bank reconciliations
• General Ledger postings (e.g. liabilities, asset depreciation, and salary postings)
• Update of the financial information in our Customer Relationship Management tool
• Quarterly VAT reporting
• Preparation of grants financial reporting
• Annual audit preparation
• National bank reporting

QUALIFICATIONS & SKILLS

• Qualified accountant, with knowledge of Belgium’s accounting rules & regulations
• Minimum 2 years of work experience
• NGO experience, and experience in grant/donor financial reporting is a plus
• Fluent in French & English, Dutch is an asset
• Coachable: easy to work with.
• Flexible: proactive problem-solving attitude, able to deal with tight deadlines and flexible to adapt to changing circumstances.
• Interest in environmental issues and development work in general
• Self-starter & proactive, able to work remotely

TERMS & CONDITIONS

• Ideal start date: early September
• Part-time employee position (50%), open-ended contract with flexibility on specific days and hours worked.
• Competitive salary for the sector (remember WeForest is an NGO) with hospitalisation insurance + group insurance
• Work location is flexible, preferred one is Belgium. The candidate will work from his/her home office and will not need to relocate. The team meets regularly in Belgium.

APPLY

• By way of application please send a motivation letter + a CV/resume including 2 recent references to contact@weforest.org, ideally before July 12th, 2018.
• Due to the anticipated number of applicants, we will not have the resources to respond to every inquiry. We thank you in advance for your interest. The opportunity will remain open until a suitable candidate is found.