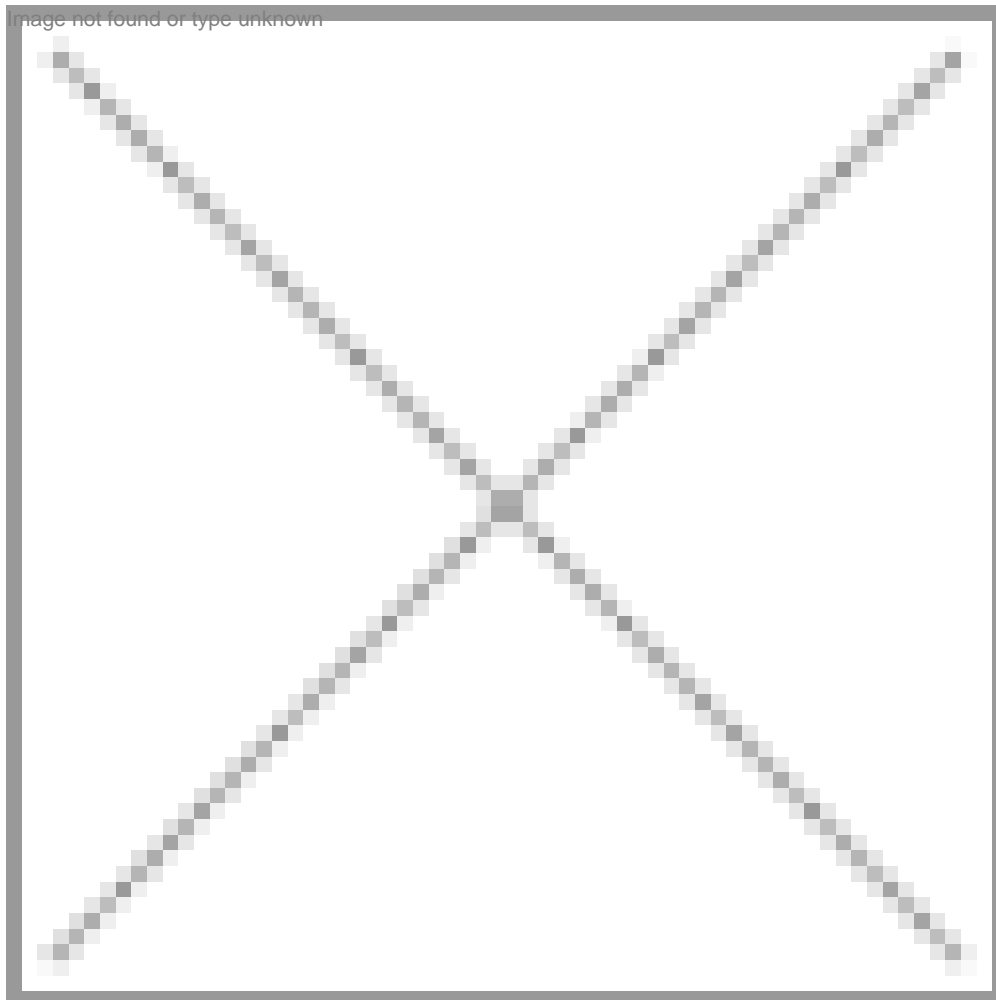


A.SPIRE

Post date:

06/05/2025 - 10:27



We are looking for a Financial and Governance Coordinator to join the A.SPIRE team in Brussels.

THE ROLE

Are you methodical, polyvalent and reliable, with professional drive and a strong sense of responsibility? You might be a good fit for the position. As the **Financial and Governance Coordinator**, you will handle sensitive and confidential information (from the association, its team, or its members) while exercising professionalism and discretion. You will act as the right hand of the Executive Director in the tasks related to:

- Governance and Executive Support: ensuring smooth operation of the meetings of the Board, the General Assembly and the Director, along with sound and accurate management of governance and administrative documents and processes.

- Financial and Administration Operations: management of day-to-day administrative obligations and transactions, processing payments to providers, ensuring an efficient and accurate track record of costs and income and reconciling our spreadsheets with our accountant's data.
- Members and Stakeholders Relations: acting as one of our contact points and friendly face with our members, stakeholders and providers, providing excellent customer attention

PRIMARY RESPONSIBILITIES

GOVERNANCE & EXECUTIVE SUPPORT

- Take care of all the logistics and practicalities for the preparation of our Board and General Assembly meetings and other key events of A.SPIRE.
- Ensure collection, edition and traceability of all the documents sent to the Directors and the GA representatives.
- Take minutes and keep track of attendance, quorum and votes.
- Support the Executive Director and the team to ensure fulfilment of the Statutes of the association.

FINANCIAL AND ADMINISTRATION OPERATIONS

- Managing invoices and payments to providers, and billing to members
- Updating financial spreadsheets with monthly cost records, verifying accuracy
- Managing revenue recognition from members, projects, et al.
- Provide support during annual budget preparation
- Taking care of monthly and quarterly financial review with our accountants, preparing presentations
- Coordination with financial accountants and auditors for the annual financial audits, as needed
- Negotiate and renew contracts with suppliers, ensuring the office can perform its duties effectively, in collaboration with the team.
- Maintain CRM database in support and collaboration with the team
- Take care of administrative requests from members and of updates in Belgian registries

MEMBERS & STAKEHOLDERS RELATIONS

- Act as a first contact point for meetings with the Executive Director and members, the industry and the public sector.
- Prepare, attend and follow up on meetings with members and stakeholders.
- Coordinate with the team for the recruitment, welcoming and onboarding of new members and with resignations. Report to the Executive Director.
- Collect relevant data from our CRM and accounts and contribute to reports on membership.
- Operate and maintain A.SPIRE internal tools (e.g. SharePoint, surveys, online voting platforms ,et al.).

QUALIFICATIONS AND EXPERIENCE

BsC in finance and administration or related studies.

At least three years of experience in roles dealing with the tasks described for this position, with

excellent performance.

Experience with EU funds is an asset.

YOUR MINDSET AND SKILLS

- Ownership and proactivity. Can-do attitude
- Integrity, rigour and confidentiality
- Team spirit, discretion and diplomacy
- Strong detail orientation and accuracy
- Problem-solving and solution-oriented under pressure
- Resilience and flexibility • Excellent self-organisation, time-management and autonomy
- Capacity to meet deadlines • Excellent communication skills • Reliable and methodical
- Good with numbers and members' service orientation alike

LANGUAGES AND TOOLS

- English (fluent – written and spoken)
- French (good working knowledge)
- Excel (proficient), Word, PowerPoint (advanced), CRM (experience required), SharePoint or other collaborative tools (asset)

WHAT SUCCESS LOOKS LIKE AFTER SIX MONTHS

- You've gained the trust of the Board and your colleagues
- You've taken ownership of payments and budget monitoring
- You've streamlined a few internal admin and membership processes
- You've teamed up with the Executive Director and are her right-hand in a few tasks

WHAT DO WE OFFER

- Full-time job based in the heart of the European quarter in Brussels.
- You will join a friendly, dynamic and international team and have the opportunity to contribute to making an impact on climate and circularity challenges.
- A respectful and diverse team culture where collaboration and autonomy are valued
- Onboarding, training and support for professional growth and well-being.
- 29 days off to recharge.
- Teleworking (up to 2 days/week).
- Other hybrid or flexibility schemes (subject to the level of seniority in the association).
- Monthly gross salary according to experience (13,92 payments/year).
- Hospitalisation insurance, pension scheme, contribution to public transport, home-office allowance, and lunch vouchers
- A.SPIRE is an equal opportunity employer.

PRACTICALITIES

- You must have the right to work in Belgium
- You will be joining a small team. A.SPIRE can reorganise the tasks assigned depending on the evolution of the team composition.
- A.SPIRE reserves the right to adjust the job description and make an offer according to the candidate's profile and experience.

HOW TO APPLY

Send an application to **Edoardo Paganelli (edo@aspire2050.eu)** quoting the following reference “Financial and Governance Coordinator” by 18 May latest.

Your application should include:

- A cover letter (no longer than 1 page) describing your motivation and how you match the profile.
- A CV, including details of two people who can be contacted for references.

Applications will be reviewed on a rolling basis, so we strongly encourage early applications. Please note that only shortlisted candidates will be contacted.

Starting date: as soon as possible