

Open call for the position of Administrative & Financial Officer

Position title: Administrative & Financial Officer

Location: Brussels (Belgium)

Contract type: Part-time (flexible arrangements possible)

Organisation: AYWA – Alliance of Youth Workers Associations



About AYWA:

AYWA is a European network of youth workers' associations committed to strengthening youth work as a field, promoting its recognition, and contributing to policy development at European level. More information at: www.aywa.pro.

Role overview:

Responsible for administrative and financial management, ensuring compliance and smooth organisational operations.

Core tasks and responsibilities:

Financial administration

- Manage daily financial tasks (invoices, payments, coordination with bookkeeping)
- Support project budget monitoring with the project manager
- Prepare financial summaries and contribute to donor reporting
- Liaise with the accountant and ensure compliance with Belgian regulations

Legal & compliance

- Ensure compliance with Belgian regulations for associations (ASBL)
- Support preparation of documents for the General Assembly and Board
- Maintain official records and legal documentation

Administrative coordination

- Manage membership administration (records, updates, documentation)
- Support organisation of statutory meetings (AGM, Board)
- Maintain internal administrative systems and archives

HR & contracting support

- Support administrative processes for contracts (staff, experts, providers)

- Ensure compliance with labour and contractual regulations
- Maintain personnel records and HR documentation

Office & operational support

- Act as main contact point for administrative matters in Belgium
- Coordinate with service providers (bank, accountant, legal advisor)
- Support logistics of meetings and events

Organisational support

- Contribute to financial and administrative inputs for funding applications
- Support improvement of internal procedures and tools

Profile & requirements:

Required:

- Experience in office administration, organisational support, membership administration, financial administration or similar roles
- Strong organisational and record-keeping skills
- Ability to manage documents, contracts, registrations, invoices, reimbursements, and internal records accurately
- Experience supporting meetings, scheduling, travel, and logistics
- Basic financial administration skills, including working with budgets, invoices, payments, and supporting accountants or auditors
- Ability to communicate professionally and efficiently with service providers, institutions, and members
- Good command of English
- Knowledge of French and/or Dutch
- Digital literacy, including use of office tools, shared drives, spreadsheets, and online collaboration systems
- High attention to detail and ability to meet deadlines and follow procedures

Desirable:

- Based in Belgium and able to support administrative requirements linked to Belgian regulations
- Knowledge of Belgian ASBL regulations

What we offer

- Salary: competitive and based on experience
- Contract type: to be defined based on profile and experience

- Working hours: flexible, with a combination of remote work and presence in Brussels
- Holidays: in line with Belgian regulations
- Health insurance: in line with Belgian system and contract conditions

All conditions (salary, contract type, and benefits) are negotiable depending on experience and profile.

Please send your CV and a motivation letter to info@aywa.pro by **18.05.2026**.

All applicants will be notified of the outcome of the selection process. Candidates shortlisted for the next stage will be invited for an interview.