



**Peace Brigades International**

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[www.peacebrigades.org](http://www.peacebrigades.org)

## Terms of Reference

<b>Position:</b>	<b>International Finance Manager</b>
<b>Contract:</b>	2-year fixed term contract, renewable
<b>Location:</b>	Brussels (desirable) or remote (Central European Time +/- 3 hours)
<b>Hours:</b>	Part-time (80%)
<b>Remuneration:</b>	24,000 – 27,000 EUR gross p.a. Benefits in Belgium include lunch vouchers and support for transport.

### 1. Main purpose of the role

To provide financial management and oversight for PBI's International Secretariat and to consolidate and present finance reporting for the global organisation.

### 2. Position in the organisation

This is a fixed-term employment contract for 24 months, renewable subject to review. The person will be formally accountable to PBI's International Council (IC), will be line managed by the International Governance Coordinator, and work closely with the Finance Working Group, the Finance and Audit Committee and other International Office staff. The International Finance Manager may also oversee International Office (IO) volunteers.

### 3. Place of work

The position is located in Brussels, where the IO is based. Remote working arrangements may be considered for candidates based in time zones that are up to 3 hours ahead or behind Central European Time.

### 4. Organisation overview

PBI is a non-governmental organisation, registered in the USA, which protects human rights defenders and promotes nonviolent conflict transformation. We provide protection, capacity building and other support for threatened organisations, defenders and communities pursuing social justice and defence of human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico, Nepal and Nicaragua.

PBI project work is supported by a network of 13 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and by the international coordinating office in Brussels.

PBI uses a non-hierarchical model of organising and decisions are made by consensus. The General Assembly, which convenes every three years, is PBI's highest decision-making body. In between, governance and operations are the responsibility of the international councils. The international councils, committees and working groups, together with the International Office constitute the International Secretariat (ISEC). Current IO staff comprise an International Governance Coordinator, an International Coordinator, an International Fundraising & Grants Manager, and an Administrator.

For further information about PBI, see [www.peacebrigades.org](http://www.peacebrigades.org).

**Peace Brigades International** – Promoting non-violence and protecting human rights since 1981

Incorporated in the State of Washington, USA, 1982; Belgian Enterprise No. 0884.150.149

## 5. Responsibilities

Under the supervision of the International Governance Coordinator, the key tasks of the International Finance Manager will include the following (not exhaustive):

- Lead on the development and implementation of global finance strategy and policy
- Develop and maintain the highest level of financial accountability across the organisation
  - Coordinate the annual global budget planning and approval process
  - Consolidate and produce annual global accounts (Belgium) and complete all global external reports to the IRS (USA)
  - Coordinate and oversee the annual audit process for global accounts
  - Consolidate and produce regular internal management accounts reporting on the global budget and including cash flow projections
  - Convene the Finance Working Group and participate in the Finance and Audit Committee
  - Support finance staff in Country Groups and Projects to ensure timely and accountable financial budgeting, monitoring and reporting
- Manage the finances of the International Secretariat
  - Produce and manage the annual budget for ISEC
  - Produce annual accounts for ISEC
  - Coordinate and oversee the annual audit process for ISEC accounts
  - Ensure that ISEC's monthly bookkeeping is completed and that management accounts are produced
  - Review the PBI Financial SOPs and support the Finance and Audit Committee in addressing any compliance issues
- Support ISEC grants management
  - In coordination with the Fundraising and Grants Manager, produce financial reports for specific donors or projects
  - In close coordination with PBI entities and Fundraising and Grants Manager, support in the preparation of grant specific audits

## 6. Person specification

*Essential:*

- Commitment to and understanding of PBI's principles, mission and objectives
- Degree or professional qualification in finance, accounting, or similar, or equivalent professional experience
- 5 years of experience in financial management in an international setting
- At least 3 years experience working or volunteering within the non-profit sector
- Good understanding of non-profit financial management and accounting best practice
- Excellent organisational, planning and time management skills

- Strong coordination and negotiation skills
- Ability to work collaboratively as well as independently
- Strong analytical skills and a proactive, problem-solving mindset
- Ability to work within a multicultural office environment and a complex, decentralised international organisation
- Ability to build effective relationships with colleagues
- Excellent oral and written English language skills, including the ability to persuasively communicate technical subjects to non-technical audiences and non-native English speakers
- Working knowledge of Spanish
- High proficiency in using Microsoft Office tools (in particular Excel and Word) and accounting software (e.g. Quickbooks)

#### *Desirable*

- Experience in consensus decision-making
- Experience in project management and proficiency in using project management tools (e.g. Asana)
- Proficiency in Spanish and working knowledge of French
- Good understanding of US and/or European accounting standards
- Interest in and understanding of international human rights issues

#### **7. What we offer:**

- A part-time position (80%) on a 2-year fixed term contract, renewable
- Salary range: 24,000 – 27,000 EUR gross p.a.
- Flexibility to work from the office and from home
- An international team and a collaborative and supportive work atmosphere
- A nice office space located in a sustainable hub in St Gilles
- Lunch vouchers and support for transport (for employees based in Belgium)
- An opportunity to help shape the future of the organisation and make a meaningful contribution to the protection of human rights

#### **8. Applying for this position**

Applicants should send a CV and cover letter in English by no later than Thursday 25 November 2021 to: [recruitment@peacebrigades.org](mailto:recruitment@peacebrigades.org), with the subject line “**FINANCE MANAGER: your name**”. Applications will be considered on a rolling basis. Selected candidates will be asked to take a test before being invited to an interview.

*PBI is an equal opportunity employer that is committed to diversity and inclusion in the workplace. At PBI we believe diversity is what makes our work richer and our team stronger. We value your knowledge and commitment regardless of your race, nationality, colour, gender, age, religion, disability, status, or sexual orientation. If you believe you can contribute to our common goal, we encourage you to apply.*