



### **Job Description – Finance and Administrative Assistant**

The European Society of Pathology (ESP) is a non-profit organization that aims to advance Pathology in Europe and to facilitate communication between European Pathologists. Being the leading force in European pathology, ESP strongly promotes high quality diagnostic practice, applied and translational research and under- and postgraduate education in the field of human pathology.

#### **Job Details**

- Position title: Finance and Administrative Assistant
- Supervision: To report to ESP Director-General
- Remuneration: Highly competitive, depending on experience
- Hours per week: 40 hours per week, daily presence is required
- Location: ESP Brussels Headquarters

#### **Job Purpose**

Finance and Administrative Assistant will be responsible for the day to day financial administration across the organisation and ensures the efficient daily operation of the office and support the work of management and other staff.

#### **Primary Duties and Responsibilities**

Perform a wide range of duties including some or all of the following:

##### ***Financial management***

- Use computer software to prepare invoices and financial statements.
- Code and file financial material according to established records management procedures.
- Process accounts payable/ receivable ensuring timeliness, accuracy of information and appropriate backup.
- Assist in preparing of accurate bank reconciliations and deposits.
- Prepare and assist with financial reports as required by the Treasurer and the Director- General.
- Prepare supplier and staff expenses payments in line with payment policies.
- Checking the travel expenses and other costs.
- Reply to general inquiries by the Officers and members of the Society by using a professional and courteous manner.
- Managing ESP membership administration.
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the Supervisor.

##### ***Office administration***

- Use computer word processing, power point, spreadsheet, and database software to prepare reports, memos, and documents.
- Open, sort and distribute incoming correspondence.
- Purchase, receive and store the office supplies ensuring that basic supplies are always available.
- Back-up electronic files using proper procedures.

- Provide administrative support to management and other staff.
- Coordinate the maintenance of office equipment.
- Assist in resolving any administrative problems.
- Organisation of meetings and events management of participants lists, hotel reservations, technical equipment, catering etc.
- Supporting the organization of the annual conference requirements.

### **Qualifications, Skills and Experience**

- Experience of at least 2-3 years in a similar position.
- Relevant accounting qualification(s), or the ability to demonstrate appropriate skills and knowledge.
- Excellent numeracy skills & attention to detail.
- Excellent knowledge of English (speaking and writing) and at least one of Dutch or French.
- Be proficient in Microsoft Office and social media.
- Strong administrative, organizational and planning skills.
- Open mind, pro-active and be a team player.
- Knowledge of office management systems and procedures.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.

**ESP is committed to promoting equality and diversity**