

Executive and Finance Officer

European Marine Board Secretariat

InnovOcean Campus, Ostend, Belgium

The European Marine Board (EMB) Secretariat is looking for an Executive and Finance Officer. This multitasker will manage the administration and governance operations, the organisations' finances, and will support various other tasks such as event organisation and communication.

The selected candidate will be employed by the Flemish Marine Institute (VLIZ) and seconded to the Secretariat of the European Marine Board IVZW. The EMB Secretariat is located at the [InnovOcean campus](#) in Ostend.

Through this position, you will be part of a dynamic and professional Secretariat where you will help promote marine research in Europe.

Position description and duties

Administrative Responsibilities

- Act as first point of contact for external contacts to EMB;
- General office management services to support the efficient running of the EMB Secretariat;
- Liaise with partner organisation at the InnovOcean site regarding the maintenance and development of EMB facilities;
- Support and track the dissemination of EMB documents to EMB stakeholders;
- Act in the capacity of Management Assistant to the Executive Director.

Governance operations

- Organisation and reporting of EMB Board and Executive committee meetings.
- Manage EMB membership matters, liaising with existing and new members, responding efficiently to requests and queries from members;
- Implementation of the EMB membership strategy and the EMB Internal Guidelines;
- Follow up of legal obligations regarding taxes, official notifications and publications.

Financial Responsibilities

- Maintain the EMB bookkeeping, financial records, etc. in collaboration with the external bookkeeper;
- Financial management of external contracts (e.g. Horizon Europe projects);
- Financial reports for the EMB Executive Committee and Board;
- Organise, set up and track collection of membership contributions;
- Manage the payroll and staff salaries in collaboration with the social secretariat.

Communication responsibilities

- Draft and coordinate the production of the EMB Annual Report;
- Draft and coordinate the weekly EMB newsletter;
- Support the maintenance of the EMB website;

- Support the finalization, design and printing of EMB publications.

Occasional support

- Organisation of meetings and events (e.g. Science Webinars, Brown Bag Lunches,..);
- Working on new communication activities;
- Other ad hoc duties as mutually agreed.

Profile and competences required

Experience and competences

- Bachelor degree with at least 2 years' relevant experience in HR, Finance or Office administration;
- Dutch speaker with strong knowledge of English;
- Good knowledge of MS Office software;
- Knowledge of accounting and financial reporting;
- Basic knowledge of Belgian labour legislation and operational management of NPOs;
- Basic knowledge of administration for EU funded projects is not a must, but a plus.

Inter-personal competences

- Able to work independently;
- Punctual with good organisational skills;
- Good communicative skills;
- Handle sensitive information discretely;
- Transparency in working and a team-orientated work ethic;
- A positive and constructive attitude.

Employment Conditions & Application Procedure

- Full-time position with an open-ended contract with flexible working hours;
- A salary according to qualifications and experience, following the salary scales of the Flemish Government;
- Favorable leave scheme with 33 holidays and holiday between Christmas and New Year;
- Fringe benefits include holiday pay, end-of-year bonus, meal vouchers, bike allowance and free public transport for home-work-commuting;
- The place of work is Ostend (Belgium) and some occasional international travel will be required.

Applications including a full CV and a motivation statement (500 words max.) should be sent in electronic format to info@marineboard.eu by **Thursday 14 March 2024**. Please include the **reference EMB EFO2024** in the subject line of the email.

The selected candidates will be interviewed on **21 and 22 March 2024**.

Further information on the EMB is available at www.marineboard.eu. Informal enquiries about the position can be made to info@marineboard.eu or to the EMB Executive Director, Sheila Heymans (sheymans@marineboard.eu).