



BPIE is hiring a Finance and Operations Officer!

ABOUT BPIE

As a prominent think tank with offices in Brussels and Berlin, [BPIE \(Building Performance Institute Europe\)](#) is leading since 2010 the conversation on buildings and climate, making the case for ambitious, human-centric policies that will bring the built environment in line with global and European climate objectives. This is a unique opportunity to work for a values-driven employer with an excellent reputation in Brussels and globally, who works (and plays!) hard, and encourages creativity and diversity in our team.

ABOUT THE JOB

BPIE Brussels is looking for a Finance and Operations Officer to strengthen the **operational team** capacity by providing support with overall running and management of finance, administration and HR processes. The position offers perspectives for growth and professional development **on operational and strategic levels**. Working in a SME-size non-profit association entails flexibility, agility and independence. Our new **Finance and Operations Officer** will join our team and report directly to our [Head of Finance & Operations](#) to support BPIE with an efficient **coordination of operations activities, while working closely with all BPIE team members (research, communication, and operations) and with external providers and consultants.**

RESPONSIBILITIES

Finance (70% FTE)

- Support with the recording of incoming invoices in the accounting system (account assignment);
- Reconcile the monthly bank statements;
- Support cash-management activities;
- Assist the preparation of periodical financial reports;
- Check and track travel requests and corresponding expenses claim for reimbursement and check invoices;
- Check time sheets and report allocated hours to respective projects;
- Support the updates of project budget tracking files;
- Support with financial planning and budgeting;
- Assist with the preparation of annual financial accounts and related audit;



Operations (HR, Office, Events..) (30% FTE)

- Provide daily administrative support and guidance about internal procedures;
- Assist with the maintenance and update of the HR records and data;
- Assist the drafting and preparation of employment contracts and amendments;
- Support the recruitment and onboarding process;
- Provide logistical support for in-house and external meetings and events in coordination with project coordinators;
- Organize the maintenance of office common areas;
- Support reception management (calls, welcoming visitors, delivery, etc.);
- Provide support to HR process when needed (onboarding, recruitment, learning and development, wellbeing, etc.).

REQUIRED QUALIFICATIONS

- Higher education or equivalent professional training in relevant discipline, such as accounting, languages, HR, finance, business administration
- One or two years' relevant experience in the field
- Knowledge of MS Office and an affinity with Excel are strongly recommended
- Attention to detail and service oriented attitude
- Highly proficient in spoken and written English
- German language is an asset
- Capability to prioritise and work with several tasks at the same time while respecting deadlines
- Willingness to work in a small, multicultural and dynamic team
- Pro-active, kind and constructive team player with good communication skills

TERMS AND CONDITIONS

- A permanent contract
- The office is located in the Trône/Arts-Loi area in Brussels and is therefore very easily accessible by public transport (metro, tram, train and bus)
- A competitive and comprehensive salary and compensation package in line with the non-for-profit sector and internal salary grid, including a hospitalization and pension insurances, homeworking allowance, meal vouchers, public transportation reimbursement, team building activities, trainings, fruit baskets and coffee, etc.



- Flexibility is provided with up to 3 days of homeworking per week, remote work from abroad, flexible working schedule with core hours based on a 38h per week contract
- A challenging and inspiring role in a leading think tank recognized in Brussels and internationally, working on one of the most pressing topics of our time – climate change
- The chance to develop own initiatives, to have real responsibilities and autonomy, to implement strategic actions, and to have a real impact on the development of the organisation
- The opportunity to work with a diverse range of stakeholders from across the buildings value chain, to learn and gain technical expertise in this field
- A supportive and dynamic work environment with highly cooperative and friendly teammates who are committed to fighting climate change and having fun in the process

APPLICATION PROCESS:

Applications (CV + cover letter) should be submitted in English and online [via this online application form](#) no later than **21th of June 2024 (midnight Brussels time)**.

Applications will be reviewed upon submission and only shortlisted candidates will be contacted for interview which may occur prior to the closing date. The interview process will take place in 2 rounds. The first round of interviews will be planned for short-listed candidates in June 2024 and if successful will lead to a second interview also in June 2024. A test may be organised for the 2nd round.

The information provided in the applications is subject to EU legislation on protection of personal data and confidentiality of information. Applications will be treated in the strictest confidentiality.

At BPiE, we are committed to promoting equality and diversity within our organization and ensuring equal opportunities in recruitment. We believe in equal opportunity regardless of race or racial group (including colour, nationality, ethnicity, national origins), religion or belief, age, disability, sexual orientation, gender reassignment and gender identity, marriage and civil partnership, pregnancy, maternity, and paternity. All hiring decisions are based solely on merit. We encourage everyone to apply, even if they do not meet all the criteria.



Under the General Data Protection Regulation (GDPR) (EU) 2016/679, BPIE has a legal duty to protect any information collected from applicants. Information contained in applications may be privileged or confidential and is intended for the exclusive use of the recruiting process.