



## **GEODE is recruiting a HR and Finance Assistant**

GEODE is the European association representing local energy distribution system operators (DSOs) across Europe. *We represent the interests of 1400 private and public energy companies for both electricity and gas from 15 European countries, serving more than 100 million customers. GEODE members operate their grids providing a customer-focused service, with a high quality of supply and energy efficiency to homes, businesses, and local communities*

Located in the heart of Brussels European district, we are now recruiting a **part-time HR and Finance Assistant** to join our small and dynamic team.

**Starting date:** August / September 2022, *flexible starting date*

This role consists of HR Administration and HR Financial Administration playing an essential coordination role between both our HR and Accountancy agencies. You will report to the Secretary General directly.

As HR Administrator, you will work closely with HR Partners providing them with a wide range of administrative HR support. Your role will be key to providing good HR support to GEODE staff and to the effective operation of HR processes.

As HR-Finance Systems Administrator you will coordinate the processes for the financial approval of personnel changes and are responsible for the input and quality control of the data transmitted to the accountant, including maintaining financial commitments for staff across cost centres.

### **Main tasks:**

- Coordinating and tracking HR processes including payrolls, new starters, leavers, and sick leave
- Preparing employment contracts and related documentation
- Providing administrative support to HR Partners
- Producing supporting letters for staff such as employment confirmation and support letters for banks
- Preparing and storing financial documentation including bank and card statements, invoices
- Payment of received invoices
- Managing the sending and follow up of issued invoices
- Supporting the accountancy in tracking expenses and incomes

### **Requirements:**

- A minimum of 3 years' experience in relevant administrative role
- Capability to work independently and seek guidance when necessary
- Good knowledge of English and French languages
- Good computer skills, with at least intermediate level Excel
- Ability to maintain relevant administrative and finance records.

### **You might also have**

GEODE – The voice of local energy distributors across Europe  
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- HR experience
- Foundation level qualification in HR
- Experience working in an international environment
- Having a high-level organisational skills and ability to prioritise and deliver within tight deadlines.
- Attention to detail and numerical accuracy as well as analytical and problem-solving skills.
- Excellent teamwork and communication skills.

**Conditions:**

- **Part-time Belgian employment contract**
- Flexible working schedule

If you think that you are a good fit for this position, we look forward to receiving your CV (no longer than 2 pages) and a short motivation letter as soon as possible.

Please send your application to [info@geode-eu.org](mailto:info@geode-eu.org) with the subject line “**Application HR and Finance Assistant**”. **Applications will be considered on a rolling basis** and only short-listed candidates will be contacted for interviews.

**Deadline for applications:** 12 July 2022.

For more information about GEODE, please visit [www.geode-eu.org](http://www.geode-eu.org)