

Job opening: Accounting & Controlling Officer

We are EVPA, the investing for impact community.

EVPA is a unique network at the intersection of finance and purpose, driven by knowledge and focused on impact. We aim to increase prosperity and social progress for all, fix inequalities and injustices and preserve the planet.

We rally people, capital, knowledge and data to catalyse, innovate and scale impact. EVPA brings together a diverse group of capital providers (impact funds, foundations, corporate social investors, banks, public funders) and social innovators of all sorts – from household names to emerging new players.



Catalysing Impact

We mix breakthrough research, eye-opening data, actionable learning and honest experience exchange to ignite innovation and build capacity to match ambitions, forge solutions, break barriers and bridge gaps for a bigger, deeper and smarter impact.



Joint Impact

We build synergies that tackle critical social and environmental problems at scale – and change mindsets. EVPA platforms facilitate thematic and sectoral collaboration but our ground- and silos-breaking convening ability is our true superpower.



Transformative Impact

Enable real and lasting change – that’s EVPA approach. We take on big issues, study and celebrate systems change, call for transformative regulatory frameworks and optimised public funding. As we guide newcomers to the impact space, we promote impact transparency and integrity.

Building a European Impact Ecosystem. Investors for impact power social and environmental impact to build a better world. At EVPA, we join forces to build an impact ecosystem! In 18 years we went from eight to 300 members strong and truly European network. We built THE data hub for the impact space, trained 1,000+ people, produced standard-setting and bar-raising guidelines on investing for impact and impact measurement and management. We established a strategic presence in the EU policy settings and play a vital role in global impact cooperation. Not bad for a teenager!

Learn more at evpa.eu.com.

Job Description

The Accounting & Controlling Officer's primary focus will be providing accounting and administrative support to the finance department your second role will be finance controlling.

This is a full-time role, with our office based in Brussels.

Roles & Responsibilities

Bookkeeping & Regulatory:

- Journal entry of invoices and expense notes and make sure all accounting and documentation is accurate.
- Journal payroll related entries in close collaboration with EVPA's HR Business Partner.
- Working closely with the Billing and Customer Care Officer for accounts receivables.
- Prepare bank deposits, and manage petty cash transactions.
- Monitoring incoming and outgoing cash flows
- Assist with monthly VAT declarations
- Assist with quarterly closings and actuals report ensuring compliance with accounting and tax laws.
- Assist with annual financial statements and reporting to the NB
- Assist with audit processes (statutory and project based).
- Maintain clients & suppliers database, ensuring that records are complete and up to date.
- Responding appropriately to suppliers, client, and internal requests.
- Streamlining accounting functions and operations.

Financial:

- Participating in budgeting processes
- Support finance team in improving understanding and awareness of staff members with budget responsibilities
- Ensure procedures and financial policies are respected
- Prepare finance reports
- Analysing Financial data
- Assist the colleagues in the Finance Department

In addition, you take care of EVPA's PC inventory and be point of contact for all IT related queries. You will liaise with our IT supplier and work with HR Manager when onboarding or exiting colleagues.

Skills & Qualities

- A degree in accounting.
- At least two years' experience in accounting.
- Sound knowledge of accounting fundamentals

- Experience in analytical accounting is an advantage
- Problem solver attitude Compliance oriented.
- Analytical mindset.
- You have strong ethical code.
- You have an eye for detail.
- Good communication skills.
- Excellent interpersonal skills.
- Ability to work under pressure and with tight deadlines.
- Embraces change and finds opportunities for continuous improvements.
- You are motivated and positive.
- Proficiency in MS Excel, Exact and other accounting software.
- Very good knowledge of English and good knowledge of French or Dutch is required.

What we offer

- A competitive salary package (13th-month salary, holiday pay, transportation and home office allowance, meal vouchers)
- Full-time position
- Flexible working hours and work from home policy
- Additional holidays
- Training and personal development budget
- Group health and pension insurance
- A friendly, open working environment

For more information, please visit [our website](#), [EVPA success stories](#) and our [LinkedIn profile](#).

Interested in applying? Please send your resumé with a cover letter to recruitment@evpa.ngo

Applications will be reviewed on a **rolling basis until the position is filled**, so we strongly encourage early applications. Once your application has been sent, we thank you not to get in touch. Only shortlisted candidates will be contacted for interviews. If you do not hear from us two weeks after sending us your application, please presume your application has not been retained on this occasion.

EVPA is an equal opportunity employer. We celebrate and practise diversity in all its forms and are committed to creating an inclusive environment for all our employees.