**High potential Finance, HR & Administration executive**

CERRE is an internationally known though, human-sized think tank (+/- 12 staff in the secretariat plus 30 networked, senior academics) providing original analyses and policy recommendations in the field of the tech, media, telecom, energy and mobility sectors. Our 50+ prestigious membership list includes global corporations, regulation authorities and universities from Europe, the US and China. Its offices are located in Ixelles/Elsene and are therefore easily accessible by public transport. They are experiencing a significant growth and, to strengthen the team, are recruiting a Finance, HR & Administration executive. This is a newly created position for an ambitious, high potential manager, aspiring to a leadership position in the foreseeable future.

**Purpose of the role**

The main objective of the role is to support the strategic and operational objectives of the think tank; to develop, implement and regularly adapt policies, processus and concrete actions in the field of human resources, finances and administration. The job holder will work closely with and report to the Director General. He/she will be empowered, will have the space to manoeuvre and will be entrusted with a wide range of responsibilities.

**Scope of the role**

Overseeing the general operations of the structure with a specific focus on:

* HR: handling personnel administration, being the contact person for the staff for all HR-related questions/issues, improving and creating processes and procedures in order to comply with requirements and to develop an HR culture, overseeing the employee life cycle
* Finance: participating in the preparation of the yearly budget and in cost control processes
* Administration: proofreading and checking collaboration contracts, overseeing administrative activities

Given the small size of the organisation, this role includes a large number of operational duties and ad hoc requests and therefore requires a flexible and hands on attitude.

**Job description:**

HR activities

* Defining job descriptions
* Defining and handling recruitment strategies and processes, recruitment, collaborating with external partners when necessary
* Being the contact person for the staff, answering their queries
* Managing personnel administration (e.g., payroll in collaboration with the social secretariat, employment contracts, etc.)
* Developing procedures for assessments, training, and career development
* Developing an HR culture (e.g., initiating social activities in the office in order to enhance a sense of belonging), developing procedures to comply with legal requirements (health and safety, work regulations, homeworking policy, etc.)

Administrative responsibilities

* Handling incoming collaboration contracts from potential members
* Preparing contracts
* Clarifying legal aspects with external law firms
* Handling and developing general administrative procedures, ensuring that they are properly abided to by all staff

Financial responsibilities

* Assisting the Director General in the preparation of the yearly budget
* Analysing costs, proposing cost cutting measures when possible
* Preparing accounting files for the external accountants (with the executive assistants)
* Negotiating with suppliers, rationalising order procedures

**Profile:**

* The ideal candidate has 10 years’ experience in HR, finance and administration in a, preferably EU-related, small- to medium-sized service organisation
* You hold a relevant bachelor (business management, finance, legal)
* You have an excellent level of English and French (spoken and written)
* You possess very good skills on MS Office (Word, Excel, Outlook)
* You have excellent communication and interpersonal skills
* You are figure minded rigorous with a genuine eye for detail
* You have a sense of initiative and the ability to make relevant suggestions to improve existing processes and to create new ones when appropriate
* You are a genuine all-rounder with a hands-on approach
* You have convincing skills and are solution oriented
* A hard worker, you thrive on setting objectives for yourself and to reach them in order to help the development of the organisation

**Offer:**

* A permanent and full-time CDI or an independent’s contract
* Starting date: ASAP
* A very competitive compensation package
* The opportunity to work in a quality oriented and intellectually stimulating environment in very nice offices!
* This is a newly created position and as such its content will be developed in time