

Position Title	Administration Manager
Business Unit	Advocacy
Manager	General Manager Advocacy and Communications
Direct Reports	N/A
Location	Brussels, Belgium
Role type	1.0 FTE, 3-year fixed term contract
Significant Relationships	Liaise and engage with Business Services to ensure timely and efficient delivery of HR, finance and governance requirements in Europe.

Position purpose

The Administration Manager will manage the day to day operations of the Brussels and London offices and support the Advocacy team, including reception, finance, events, facilities maintenance, travel, diary management, general administrative support and compliance and governance responsibilities as required.

Key responsibilities

Administration

- Provide personal assistance to the General Manager Advocacy as required, including calendar management, travel arrangements, mail, and coordination of reporting tasks.
- Provide general administration assistance including organisation of filing, binding of papers, taking and typing of minutes and team report documents, desk research, creation of documents and presentations, and other administrative support as required.
- Book meetings, conferences and seminars on behalf of staff, including Board and international staff visiting the office.
- Investigate the availability, suitability and price competitiveness of office equipment and supplies to ensure maximum value for money for the Institute as well as implementing and providing oversight of the stock control system to ensure adequate levels of inventory and office supplies are readily available.
- Build and manage relationships, along with contractual requirements, with the landlord of the office premises and other contract service providers.

Events

- Provide support for Brussels and London office project activities, including support in organizing and managing events, venue bookings, invitations, and compilation and distribution of materials.
- Assist with global marketing campaigns and events as requested.
- Assist with the facilitation and coordination of webinars, including inviting panellists.

Finance and Travel

- Manage Institute accounts, signatories and credit cards with UK and Brussels financial institutions.
- Provide financial administrative support to the Brussels and London offices, including management of invoicing processes, payment runs, MYOB general ledger coding and processing, contract management, supplier management, bank and credit card reconciliations.
- Assist staff to acquit credit card statements (including valid supporting documentation, budget codes and approvals), manage petty cash, bank reconciliations, data entry of invoices and credit card

statements, maintaining financial records and ensuring timesheets are prepared and submitted for the office in a timely manner.

- Manage travel requirements and support for the Brussels and London offices and visiting Institute staff, including visas, maintaining a database of preferred suppliers for accommodation and travel, processing invoices, monitoring costs, reconciling all flight bookings to approvals and travel expenses incurred, ensuring processes and procedures are followed for travel approvals, and any other travel related support when required.
- Coordinating with third party providers and the Global HR Manager, manage the timely completion of the Brussels and London monthly payroll.
- Support Finance team in relation to regional finance activities and compliance as required.

Human Resources

- Coordinate and assist in the administration of relevant employee benefits including group health insurance, group pension and vouchers, as well as other benefits as required.
- Maintain and coordinate relevant files and office documentation, including work regulations, to ensure compliance with local legislation.
- Assist HR and IT with on boarding of new starters and off boarding of employees, including but not limited to laptop setup, asset coordination and induction schedules
- Research, follow up and coordination of HR matters as required.
- Other duties as required.

Skills and experience

Essential

- Demonstrated experience in an administration based role including meeting and events planning, accounts payable/ receivable functions, and account/payroll reconciliations
- Demonstrated experience with MS Office (Word, PowerPoint, Excel, Outlook) and CRM tools.
- Proficiency in written and spoken English.

Desirable

- Relevant qualification.
- Experience using MYOB Advanced or other Finance Management System.
- Experience in running webinars using tools such as Zoom.
- Proficiency in written and spoken Dutch or French.

Values

Our Values define our culture and guide us internally in our day-to-day work. Each Value is supported by examples of positive and negative behaviours. These are examples only and not an exhaustive list of supporting behaviours.

<p>Quality - We strive for excellence in all that we do. For our Members and clients, we are a trusted, knowledgeable and responsive partner known for exceptional advice and service delivery.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> Achieves high standards Improves the way things are done Work is accurate and timely 'Gets under the skin' of issues and seeks ways to add value Uses systems effectively e.g. CRM Allocates resources appropriately towards achievement of the Institute's objectives Shows awareness of task interdependencies and monitors tasks to ensure optimal results 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> Misses deadlines Produces limited or poor quality work output Work includes inaccuracies or errors Unresponsive to requests or responses not timely Provides only what is asked for, without considering requests within broader context Uninterested in needs of others or improving service performance Focuses on tasks in isolation, at the expense of other work
<p>Collaboration - We work cooperatively with colleagues, clients and Members. Our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> Proactively and genuinely collaborates with others as a normal way of working Actively engages with others on their input Considers a range of perspectives before reaching a conclusion Approachable and shares information willingly Actively participates in discussions and is appropriately assertive and sensitive in expressing own opinion Communicates effectively via appropriate channels Communicates appropriately for the audience and situation 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> Works in isolation, in silos or competitively Unwilling to collaborate or share information Limited or no communication to manage expectations Solicits input late, after a decision has been made or not at all Feels threatened by those with greater or different knowledge or experience Undervalues expertise of others Communication is not tailored to the audience Unable to convey complex information simply Communication is ineffective or culturally inappropriate
<p>Integrity - We hold ourselves and each other to the highest standards in all we do and say. Our actions and communications are Member and client-responsive, socially, environmentally and economically responsible, ethical and respectful of diversity.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> Complies with Institute policies and procedures Is honest and ethical Respects backgrounds and expertise of others Treats people fairly, equitably and respectfully Leads by example – 'walks the talk' Conveys difficult messages effectively and appropriately 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> Takes risks without understanding or considering the impact Blames or makes others responsible for a problem they should deal with themselves Operates in a political and self-serving manner Sees cost management as someone else's responsibility Avoids tough conversations Tackles sensitive issues in a public forum where others can overhear Spreads gossip and speaks unkindly about others