



Finance Officer (50%)

Brussels

Job Description

About us

Pesticide Action Network (PAN) Europe is a Brussels-based environmental NGO with a diverse, multidisciplinary and multilingual team. **PAN Europe** strives to eliminate hazardous pesticides in Europe and beyond, reducing dependency on pesticides, and promoting ecologically sound alternatives to chemical pest control. PAN Europe is an association of 58 European organisational members.

Job description

PAN Europe is currently looking for a **Finance Officer** to support the organisation with operational finances and accounting, financial reporting for EU and international foundations' project grants. The Finance Officer will also liaise and work with PAN Europe's external accountants, external finance consultants and auditors.

Key responsibilities

- Manage day-to-day financial operations, including accounts payable and receivable. This will entail coding expenses, preparing financial statements, processing invoices and payments.
- Write Admin/Finance processes and procedures.
- Assist with the preparation of financial reports (for EU and international foundations funded projects), budgets, and forecasts.
- Ensure compliance with financial regulations and company policies.
- Conduct financial analysis and monitor cash flow to support decision-making.
- Liaise with members of PAN Europe's network and issue membership invoices.
- Follow up questions to and from the external bureau of payroll and manage payroll issues.
- Support PAN Europe Secretariat with finance and/or administrative issues as required.

Qualifications

- Bachelor's degree in Finance, Accounting, or a related field.
- 2-3 years of experience in financial management or a similar role in Belgium.
- Strong analytical and problem-solving skills with particular attention to details.
- Proficiency in financial software and IT tools (e.g., Excel, QuickBooks, Google Platform).
- Excellent communication and organisational skills.
- Fluent in **English** (working language), written and spoken.
- Very good **French** (accounting language), written and spoken would be great to have
- Positive and proactive attitude.
- Ideally committed to work for the protection of health and the environment;
- A first experience with the financial management of EU funded projects is considered a plus.

Employment details

- Fixed-term contract for 12 months; possibility to extend/renew upon positive performance appraisal;
- Part-time (50%), 19 hours/ 2.5 days per week;
- Starting date: August/ September 2026 or as soon as possible after that;
- The salary will be in line with the successful candidate's qualifications and experience and PAN Europe's salary grid.

What this job opportunity will offer

- Flexible working hours, teleworking, extra benefits (eg. extra annual leave on top of the Belgian leave entitlement et al.).
- Pleasant, supportive and inclusive work environment, with an experienced, multilingual and multicultural team.
- Exposure to the finance management of international foundations and EU funded projects.
- Opportunities for professional growth and development.

How to apply

Please send an email with subject **the Job Title and your Full Name** (eg. "Finance Officer - Name, Last Name") and attach your CV and Cover Letter (in English) to **Katerina Iordanopoulou** at jobs@pan-europe.info explaining how you meet the



above qualifications. The deadline is **Tuesday, 21st July 2026** (end of the day). Interviews will take place on a rolling basis.

Due to the low administration capacity, we regret that only candidates invited to an interview will receive a reply.

PAN Europe values diversity and inclusion and the benefits these bring. We aim to appoint the most suitable candidate at all times and welcome applications from people from different backgrounds, ethnic origins and gender.