



Job Description

Job title: Finance Manager – Part-time (50%)

About Vesalius College

Vesalius College, based in Brussels, the Capital of Europe, offers 3-year Bachelor programmes in Business, Communications and International Affairs as well as the Certificate Programme in European Peace & Security Studies and the Executive Course in Global Risk Analysis and Crisis Management, all taught in English. Founded in 1987 by the Vrije Universiteit Brussel and Boston University, Vesalius College offers American-style education that includes small classes, high teacher/student ratios and participatory classroom experiences. The College has a highly international student and faculty body and promotes both conceptual and policy-oriented learning with strong links to Brussels' business, media and policymaking communities.

Job purpose

The Finance Manager will be responsible for the daily and general financial management of Vesalius College. Working directly with the Dean of Vesalius College, the Finance Manager is charged with daily accounting, financial monitoring as well as forecasting and budgeting.

Main duties and responsibilities

- Accounting
- Financial Reporting
- Management and monitoring of the Budget of the College
- Daily management of financial transactions and billings
- Management of all financial aspects related to the College's activities
- Management of all tax-related aspects
- Liaising with internal and external partners on all aspects related to finance

Required skills and qualifications:

- At least a Bachelor degree in accounting or applied economics
- Min. 4 years of experience in the fields of accounting or financial management
- Excellent knowledge of accounting systems (including Unit4)
- Knowledge of Belgian and international accounting and tax standards
- High proficiency in English and Dutch
- A highly proactive attitude, solution-oriented mindset and team-player
- Ability to work under tight deadlines - both individually and as part of a dynamic, highly international team
- Proficiency with key ICT tools and finance-related applications
- Preferable: knowledge of and insight in fundraising
- Applicants should have the legal right to live and work in Belgium.

Terms

The salary range for this position depends on the candidate's level of experience. Benefits include holiday allowance, end-of year bonus, hospitalisation insurance, public transport coverage, and a green campus with sports and restaurant facilities.

For more information about Vesalius College, please visit www.vesalius.edu.

How to apply?

To apply, send your CV, a letter of motivation and two reference letters by **29 May 2015** to Louise Bond, Dean's Assistant; E-mail: lbond@vub.ac.be