



Federation of European Accountants
Fédération des Experts comptables Européens

Vacancy @ FEE

Operations Manager

FEE (Fédération des Experts comptables Européens – Federation of European Accountants) represents accountants, auditors, finance professionals, business and tax advisors in Europe. In recent years, FEE has seen a significant growth of its membership and its activities; to support this development, as well as to plan for important replacements and more generally reinforce our technical and managerial capacity, we are recruiting:

- An **Operations Manager** to manage our office and activities and enhance our administration.

ABOUT THE POSITION

Role

The Operations Manager works with an experienced assistant and reports to the CEO. In this capacity, he or she interacts directly with the external accountant and other consultants, as well as the President and Treasurer of FEE. He or she will gradually become in charge of:

- Managing FEE's operations, in particular from an administrative and HR perspective
- Ensuring tax, social and regulatory compliance
- Helping to prepare and execute FEE budget, supervising FEE accounting
- Project managing specific assignments with the CEO (e.g. events, IT or website upgrade, selection and change of suppliers...)
- Reviewing and where appropriate adapting all administrative procedures, including internal controls
- Managing or supervising suppliers relationships
- Providing support to the governance structure of FEE by assisting its governance bodies, following up their work programme and obligations, taking and filing minutes, etc.

General requirements to work at FEE

- A European, preferably a national from one of the EU 27 Member States
- Fully bilingual in English and in another language of one of the major EU Member States; an additional EU official language being a plus
- Used to working at the highest professional quality standards in a very demanding environment and both in a large multinational and small team context
- Committed to the highest ethical standards with a strong sense of values and integrity
- A good communicator with excellent interpersonal and representation skills, interested to work in a multicultural environment, mindful and respectful of the culture and views of others; a good sense of humour would be a welcomed plus
- Action oriented, good at planning and problems solving (including in a think-out-of-the-box do-it-yourself approach), with an open, flexible and innovative mindset enabling him or her to consider and implement change
- Generally IT-enabled, proficient with MS Office and internet, Lotus Notes a plus
- Interested in EU affairs, with a good understanding of EU Institutions.

Specific requirements for the position

- 5-7 years experience, with proven successes in similar positions
- Degree in accounting or business administration with a good understanding of legal issues
- Good knowledge and experience of the Belgian administrative and legal system, in particular in employment relations and labour law, experience of AISBL is a clear plus
- Excellent planning, analytical and resolution skills; capacity to operate proactively and autonomously with good reporting skills
- Strong competences in project management and organisation.

After an initial period concentrating full time on the above, the position could evolve toward a part time position or a combination with other tasks such as managing a working party as a project manager or helping with FEE communications (depending on skills, personality and wishes).

Compensation

As a Brussels-based European professional association, FEE offers a competitive package to be discussed on the basis of the candidates' experience, credentials and expectations.

ABOUT FEE

FEE is an international non profit organisation based in Brussels (AISBL), officially recognised by a Royal Decree of the Belgian King published on 20 January, 1987.

FEE represents 43 professional institutes of accountants and auditors from 32 European countries, including all 27 EU Member States.

In representing the profession, FEE recognises the public interest. It has a combined membership of more than 500.000 professional accountants working in different capacities in public practice, business, government and education, who all contribute to a more efficient, transparent, and sustainable European economy.

Reflecting the expansion of the accountancy profession, FEE is active in a growing number of areas including: Financial Reporting, Accounting and non-Financial Reporting, Auditing and Assurance, Sustainability, Corporate Governance, Ethics, Company Law, Internal Market Policy, SMEs Policy, Public Sector, Capital Markets, Banks, Insurance, Taxation.

FEE engages in constructive dialogues with the professional, policymaking and regulatory communities, including for instance: the European Institutions, in particular, the Commission and the Parliament, as well as other EU Institutions and Committees (including e.g. CESR and CEIOPS), audit oversight bodies and the EGAOB (European Group of Auditors' Oversight Bodies) and the US PCAOB, the European Financial Reporting Advisory Group (EFRAG), the International Accounting Standards Committee Foundation (IASCF) and the International Accounting Standards Board (IASB), the Public Interest Boards of the International Federation of Accountants (IFAC), in particular, the International Auditing and Assurance Standards Board (IAASB), the International Accounting Education Standards Board (IAESB), the International Ethics Standards Board for Accountants (IESBA), the International Public Sector Accounting Standards Board (IPSASB), the International Organisation of Securities Commissions (IOSCO), the Financial Action Task Force on Money Laundering (FATF), the Organisation for Economic Cooperation and Development (OECD), the Global Reporting Initiative, AccountAbility, and others.

Currently FEE has a staff of 14 with 8 different nationalities. Our offices are based in Brussels a few meters away from the EU Institutions. Further details are available on our website www.fee.be.

HOW TO APPLY

Interested candidates should send a short letter outlining their key motivations and a CV to sabine.leurart@fee.be. Applications should clearly specify the position considered. An indication of the salary expectations would be welcomed.