



FEANTSA

FEANTSA Finance and Administration Assistant (Part-time position)

FEANTSA (European federation of the voluntary homelessness sector) is recruiting a part-time **FINANCE AND ADMINISTRATION ASSISTANT** (20 hrs)

To start: **1 September 2009**

Tasks:

- **Assisting with financial administration** including preparing payments, checking expense claims, processing credit card payments, recording membership fees
- **Responsible for office maintenance** including maintenance of computers and photocopier, office supplies, general state and organisation of the office, organisation of library
- Support for membership administration including mailings, design and maintenance of mailing lists, updating relevant membership pages on the website
- Assisting with organisation of events including preparation of meeting files and delegate lists, mailings
- Providing some administrative support for the director

Required:

- Relevant education including bookkeeping
- Relevant experience in similar position
- Highly accurate and precise
- Fluent French and English
- Good computer skills

Please send your CV and letter of application by email to Freek Spinnewijn (freek.spinnewijn@feantsa.org) before the **3rd of July 2009**. Interviews will take place on the **9th of July 2009**.

There will be sufficient flexibility in terms of the organisation of working time in order to combine this job with another part-time job. Only short listed candidates will be contacted.

For more information on FEANTSA www.feantsa.org