# Operations Officer – Job Vacancy (Experienced Profile)

**Operations Officer (part time position 80% - 4 days a week)**

**ecoDa – The European Confederation of Directors Associations**
**Location:** Brussels, Belgium
**Experience:** 3-5 years

## About ecoDa

ecoDa is the European Confederation of Directors Associations, representing national institutes of directors across Europe. It promotes good corporate governance, effective and responsible board leadership, and the professional development of directors. Through its European network, ecoDa contributes to policy discussions, shares best practices and supports the development of high standards of corporate governance across Europe.

## The Role

ecoDa is looking for an **Operations Officer** to support its financial management, internal governance, compliance and knowledge-sharing activities.
Working closely with the Director General (DG), you will contribute to the sound financial management of the organisation, ensure the effective follow-up of internal governance processes and support compliance with relevant regulatory requirements. You will also help foster the development and exchange of knowledge across ecoDa's network of member institutes.
The Operations Officer will act as the Director General's right hand, providing support across a wide range of responsibilities.
This is a varied role offering the opportunity to work at the intersection of finance, corporate governance and European professional networks, within a small, dynamic organisation operating in an international environment.

## Key Responsibilities

### 1. Finance & Financial Planning

- Prepare and monitor ecoDa's annual budget, financial forecasts and cash flow in close collaboration with the Director General.
- Analyse the costs and financial performance of ecoDa's programmes, events and other activities.
- Prepare regular financial reports for the Director General and financial information for Board and other governance meetings.
- Coordinate with the external accountant on accounting closures, tax obligations and VAT matters, including those arising from cross-border activities.
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### 2. Internal Governance & Compliance

- Monitor ecoDa's internal procedures and contribute to their continuous improvement.
- Prepare, maintain and update governance documentation.

- Follow up on decisions taken by ecoDa's governing bodies and support their effective implementation.
- Coordinate ecoDa's data protection and GDPR compliance activities, including monitoring implementation, updating internal procedures and liaising with relevant stakeholders.

**3. Knowledge Management & Member Engagement**

- Support the development of comparative resources, briefing notes and other knowledge-sharing materials.
- Facilitate the exchange of information and best practices among ecoDa's member institutes.
- Contribute to the organisation and structuring of knowledge resources to support ecoDa's activities and reinforce collaboration across its European network.

**Profile & Qualifications**

We are looking for a proactive, well-organised and detail-oriented professional with **3 to 5 years of relevant professional experience** in finance, governance, compliance or a related field with a strong interest in EU affairs.

The ideal candidate will bring:

- **Education:** A degree in finance or business administration or management.
- **Relevant experience:** 3–5 years in a financial, operational, governance or compliance-related role, ideally within an association, non-profit organisation, professional network or international environment.
- **Governance awareness:** An interest in corporate governance, organisational processes and compliance matters.
- **Regulatory knowledge:** Familiarity with GDPR and data protection principles; knowledge of Belgian accounting, taxation and VAT requirements would be an asset.
- **Analytical and organisational skills:** The ability to manage several responsibilities, work with figures and documentation, and meet deadlines.
- **Communication skills:** Clear written and verbal communication skills, with the ability to interact professionally with internal and external stakeholders.
- **Languages:** Excellent command of English. Knowledge of French is an asset.
- **IT skills and AI skills:** Good command of standard office tools, particularly Excel and document-management applications.

You are comfortable working autonomously in a small team, take ownership of your responsibilities and demonstrate sound judgement, discretion and a collaborative mindset. You are also curious, adaptable and motivated by the opportunity to contribute to an organisation working at European level.

**Contractual Arrangements**

Part-time position (80%)
The precise terms and working arrangements will be discussed with the selected candidate.

**Location**
Brussels, Belgium.

**Application**
Interested candidates are invited to submit their CV and a short motivation letter outlining their relevant experience and interest in the position, to beatrice.richez-baum@ecoda.eu.