

## Vacancy

**Job Title:** Finance & Administration Officer (EU projects)

**Location:** Belgium (GT)

**Duration:** fixed-term contract till end of December 2026, renewable based on funding, 38h/week

**Starting date:** ASAP

**Line manager:** Head of Finance & Administration

### About PI

Protection International (PI) is an International NGO that contributes to the improvement of the protection of human rights defenders (HRDs) throughout the world. PI provides tools to develop HRDs' capacities to manage their own security as they struggle against impunity and work in favour of human rights and democracy in their respective countries or regions. PI seeks to contribute to a situation where HRDs are recognised as legitimate actors for social change and to an environment where they can exercise their right to defend universally accepted human rights.

Protection International has its global office in Brussels, but primarily works where the protection of HRDs is needed. PI has long-term presence in several countries of Africa, Asia and Latin America.

### Join the Global Movement for Human Rights!

Protection International (PI) is looking for a mission-driven Finance & Administration Officer (EU Projects) to join our Global Team in Brussels. If you are a finance professional who wants to bridge technical rigor with social impact, we want to hear from you!

### The Role

Reporting to the Head of Finance & Administration, you will be the lead for the financial closure of high-impact EU-funded programming in Central America. You will manage complex consortium reporting, ensure audit readiness, and design financial models for future initiatives.

### Key Responsibilities:

- EU Grant Close-out: Lead financial consolidation of the final financial report and act as the primary lead for Expenditure Verification (EV).
- Business Development: Design comprehensive budgets and financial narratives for new EU proposals.
- Regional Oversight: Provide financial control and monitor accounts for our Meso Hub and Colombia offices.

- Compliance: Ensure 100% adherence to EU FPA/PRAG regulations and internal PI policies

## Who You Are

- Expert: 5+ years of experience in finance/reporting for EU-funded projects (NGO experience preferred).
- Skilled: Expert in accounting, financial analysis, and large budget management—ideally within a consortium.
- Linguistic: Fluent in both Spanish and English (essential for regional coordination).
- Values-Driven: Committed to human rights, integrity, and collaborative working.
- Right to work in Belgium.

---

## What We Offer

- Salary: €3,500 - €4,300 monthly gross (depending on experience).
- Generous Leave: 28 annual holidays + 2 weeks extra during the winter break.
- Benefits: Private health insurance, lunch vouchers, and public transport reimbursement.
- Environment: An open, friendly, and multicultural workspace that values autonomy and creativity.
- Contract: Fixed-term contract until Dec 2026, 38h/week, with the possibility of renewal.

## Application process

If you meet the above skills requirements and are interested in applying for this position, please:

- Send your CV and cover letter **without a photo**, in English, **by 15th April 2026** to [recruitment@protectioninternational.org](mailto:recruitment@protectioninternational.org), mentioning “F&A Officer (EU projects)” in the subject line.
- Include your name in the file name of your application documents, e.g. Mary\_Smith\_CV.docx.
- Submit names and contact details of two references together with your application. Do not attach any certificates or references at this stage of the recruitment process.

**Applications will be reviewed on a rolling basis** and the position might remain posted until a qualified candidate is selected. We thank all candidates for their interest and we will aim to send feedback as



much as we can, however, with the high volume of responses and our internal capacities, we may only be able to contact short-listed candidates.

**Protection International is an equal opportunity employer.** The organization shall not discriminate and will proactively apply affirmative action principles against discrimination in advertisements for employment, recruitment and other conditions of employment, preventing discrimination against any job applicant or employee on the basis of race, colour, gender, national origin, age, religion, creed, differently abled, sexual orientation, gender identity or expression.

Adhering to Protection International means to comply with our Code of Conduct & Ethics, Anti-Corruption Policy, Security Policy, Conflict of Interest Policy, Policy for Protection from Harassment, Abuse, Exploitation & Discrimination.

PI promotes gender equality, diversity and inclusion. PI strongly encourages women applicants to apply for this position.

Further information about Protection International is available on [www.protectioninternational.org](http://www.protectioninternational.org)