

Voluntary Board Member Position (Treasurer)

Application Deadline:

The Brussels Binder, a non-profit organization focused on amplifying women's voices in Brussels' policy space, is seeking a committed individual to join its Board. We are looking for someone with skills in finance & accounting to manage the BB's budget.

Role Overview

As a key member of the board, you will be in charge of the organisation's finances. This includes setting up an annual budget in coordination with the management and monitoring its implementation. You will provide advice on the costing of different activities. You will also be in charge of issuing invoices, paying expenses & invoices and keeping the bank account information up-to-date.

Requirements

- **Financial Expertise:** Proven experience in financial management, accounting, or related fields is desirable, with a good head for figures
- **Understanding of Nonprofit Finance:** Familiarity with nonprofit financial practices, including budgeting, fundraising, and grant management.
- **Integrity and Transparency:** High ethical standards; commitment to accurate and transparent financial reporting.
- **Knowledge of Legal and Regulatory Compliance:** Awareness of applicable financial regulations and reporting obligations for NGOs.
- **Experience with Financial Oversight:** Ability for timely monitoring of BB financial activities, ensure proper internal controls, and review financial statements.
- **Attention to Detail:** Precision in managing financial data and preparing reports.
- **Communication Skills:** Ability to clearly present financial information to non-financial board members and stakeholders.
- **Commitment to the Organization's Mission:** Dedication to supporting the NGO's goals and values.

- **Proactive attitude – the Brussels Binder relies on self-starting volunteers to make things happen**

- **Strong strategic and problem-solving skills**

- **Ability to work collaboratively with diverse stakeholders**

- **Available to attend regular in-person meetings in Brussels.**

Estimated Commitment:

Approximately 6-8 hours per month with additional participation in board meetings and strategic planning on an ad-hoc basis.

We welcome applications from candidates with the relevant skillset and who are dedicated to commit the time and energy this board role requires, including timely issuing invoices, paying expenses & invoices.

Term:
3 years

How to Apply:

Please send your CV to contact@brusselsbinder.org and short motivation by 2 September 2025, 5 pm. Shortlisted candidates will be invited to meet with the current board for a dialogue latest by the 3rd week of September.