



## ***Administration Officer (60%) Job Description***

IETM is a membership organisation which advocates for the value of the arts and culture in a changing world and empowers performing arts professionals through access to international connections, knowledge and a dynamic forum for exchange.

IETM is committed to diversity, equity, and inclusion and welcomes applicants from all backgrounds.

### **Role**

The role of the administration officer is to guarantee a smooth workflow in the administrative and financial management of the network and its (EU/cooperation) projects.

He/she works in close collaboration with the Project Managers and other colleagues in reviewing the proposals for the project budgets, overlooking the draft contracts and checking the encoded invoices/expenses.

The administration officer coordinates with an external accountant, IT consultant and a payroll firm/HR office/social secretariat.

The administration officer collects all financial information for the overall IETM budget, creates and manages it, is responsible for subsidies applications and final reports (controlled by the external auditor) in accordance with the different funders' formats.

The administration officer prepares annotated quarterly reports for the Board of IETM and annual annotated reports for the General Assembly.

He/she is responsible for hiring and is the main contact for all service suppliers (bank, insurance, telecom, etc), prepares, follows up and controls all payments (wages, office expenses, event contributors, membership fees, etc)

The administration officer also coordinates the management of the premises.

The administration officer works in close collaboration with the Secretary General, who signs the contracts and authorises payments.

### **Accountability**

The administration officer is accountable to the Secretary General, who is his/her Line Manager. Weekly team briefings are held. The administration officer will receive assistance from IETM's external accountant, HR office, IT Consultant and the Production Officer. Staff retreats take place 1 – 2 times per year and there is a job appraisal once each year.

## **Main responsibilities**

1. **Financial planning and control.** **A.** creates and maintains, in collaboration with the SG, and according to the data provided by the team and the external accountant, the overall financial planning and control, including cash flow forecasts, annual budgets, quarterly and annual reports etc. **B.** overlooks the budget (proposals), invoices/expenses and time sheets for EU/cooperation projects and merges them into coherent applications and financial reports including the external audit. **C.** creates budgets and encodes invoices/expenses for all IETM's general costs.
2. **Contracts and agreements.** **A.** checks proposals for contracts and agreements conceived by the team guaranteeing a good relation with partners, funders and suppliers. **B.** conceives contracts, agreements for IETM's general management and guarantees a sound working environment at the IETM Secretariat, develop relations with insurances, external service providers/suppliers (accountant and auditor, HR Office, IT consultant, telecom, Sodexo etc.).
3. **Human Resource Management.** **A.** creates and maintains, in collaboration with the SG, the personnel management, including recruitment of staff members and interns, analysis of / and adjustment to legal and financial requirements, the personnel handbook and the internal rules. **B.** ensures the correct handling of contracts **C.** is the main contact point for the HR firm regarding wages and related issues.
4. **Cost efficiency and system development.** performs cost reduction research and regular evaluation of administration systems and suppliers, in order to maintain an up-to-date, effective and efficient administration. Works closely with IT consultants and specialist for the development of the online tools (database, online payment, accounting software etc.)
5. **Legal and financial requirements.** oversees, in collaboration with the SG, legal and financial requirements of the Belgian administration and the European Commission.
6. **Relations** with the landlord and partners, preparation of Board meetings, annual retreats and facilities management.

## **Requirements:**

Financial management  
Planning and forecasting  
IT skills (accountancy and CRM)  
Familiarity with Belgian and EU administration  
Proficiency in English and French. Good knowledge of Dutch.  
Accuracy  
Team player  
Energy, determination

## **Context**

IETM is one of the oldest and largest of Europe's cultural networks, but young at heart and innovative in its strategies. The network connects 500 professional organisations engaged in the contemporary performing arts from over 50 countries. Its Secretariat in Brussels assures the administration and connectivity of the network and its members, and collaborates with members and other partners to organise the networks' activities, notably the main IETM meetings and selected projects. IETM also initiates projects and initiatives in order to better serve its members' needs and stimulate the sector in general.

## **Hours**

The administration officer is expected to work 24 hours a week. Hours and working days can be flexible to suit the employee – however, will not start before 08:30 and will not continue after 19:30. Weekend work is required for a maximum of six weekends per year (IETM meetings). Overtime will only be compensated in time off, which can be taken in quiet periods. This is an office-based position, which requires occasional travelling to IETM meetings.

### **Wage**

The initial contract will last one year, with the prospect of an unlimited contract after that period. The wage is fixed according to the Flemish salary scales for the performing arts sector (CAO PC 304 - Scale A), based on the years of relevant experience. Luncheon vouchers are given for the days worked.

### **Additional Information**

The IETM Secretariat Team (full job descriptions are available):

Secretary General

Administration officer

Membership officer

Project manager Meetings

Project manager Research and Publications

Production officer

Communication and Policy officer

Communication assistant

Interns (depending on the needs of IETM's projects)

