



**The European Patients' Forum (EPF) is recruiting a
Finance and Operations Assistant**
Salary range: €2,500 - €2,800 gross/month (depending on experience)
Full-time (100%) position
CDI
To start as soon as possible
Application deadline: Sunday 14th June 2026
Interviews will take place on a rolling basis

Location: EPF Secretariat, 14 rue des Deux Eglises, B-1000 Brussels, Belgium

BACKGROUND

The European Patients' Forum (EPF) is one of the most prominent civil society organisations active in health policy at European level. EPF is the umbrella organisation of patient organisations across the EU and a driving force to advance patient empowerment and involvement in EU health policy debates. EPF's vision is to ensure equitable access to high-level, patient-centred care for all patients in Europe.

EPF engages in policy advocacy and campaigning and participates in EU-funded projects. We organise educational and policy events, and capacity-building initiatives.

EPF was founded in 2003 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. EPF currently represents over 82 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. We reflect the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

For more information see www.eu-patient.eu

PURPOSE OF THE ROLE

The Finance and Operations Assistant will support the day-to-day administration of EPF's finances and will assist the Executive Director, the HR and Operations Manager and the Operations Team.

KEY RESPONSIBILITIES

Daily / Regular financial administration

- Process accounts receivable (invoices) and accounts payable expense claims (including electronic archiving) in line with internal procedures, liaising closely with the external accountant;
- Prepare and approve payments;
- Monitor the EPF credit cards & virtual travel card (Airplus);
- Monitor income and cashflow liquidity;
- Monitor budgets versus actual spend with relevant budget owners; including all EU funded project budgets;
- Monitor the completion of monthly timesheets, collect the monthly signatures from staff;
- Management of financial documents in line with EPF procedures;

- Liaise quarterly with the external accountant to ensure income and expenditure is recorded in the accounting software;
- Liaise with the external accountant to prepare the quarterly VAT and intracom declaration.

Financial management tasks

- Support EU Project leads on any audits, liaising with external auditors; prepare all the files and documents needed by the auditors;
- Collaborate with the Management Team to monitor and review financial compliance;
- Budget and report use of funds to sponsors upon request;
- Support the project leads to ensure the financial management is done in line with the EU programme requirements and support the preparation of financial reporting and audits; provide a CFS (certified financial statement) for submission with the final reports when required;
- Reconcile monthly activity, generating year-end reports, and fulfilling European Commission-related requirements.

Support to the Executive Director and Senior Management

- Keeping the Executive Director's agenda;
- Making travel & accommodation arrangements (Executive Director, President of the Board);
- Processing reimbursement for the Executive Director;
- Conducting administrative tasks for the Executive Director and the Senior Management Team.

Office Management Support

- Support the Operations Team on ad-hoc tasks;
- Acting as the first contact point for any internal or external queries on aspects related to the EPF; helping in maintaining office supplies;
- Welcoming visitors and managing visitors' requests.

Membership

- Being the main administrative contact for all EPF Members and prospective members of the network regarding their membership enquiries, applications and renewals;
- Maintaining an efficient membership administration, including encoding data and updating the database, analysing and reporting on the membership evolution and the state of the membership.

Events

- Supporting the organisation of a range of diverse events including the Youth group meetings;
- Supporting the organisation of events with registrations, invitations and relevant documents;
- Providing Logistical support, managing accommodation and travel bookings for other EPF Events; in case of need, and providing support to the Special Advisory Group;
- Following up with suppliers; assisting with administrative tasks.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- A degree in financial management or professional qualification;
- At least 2 years of experience in a similar role;
- Experience in working within an NGO environment, with experience of public grants;
- Demonstrable knowledge of general and analytical accounting;
- Strong attention to detail, planning and organisational skills;

- Proven commitment to high professional ethical standards and diversity and learning in the workplace;
- Excels at operating in a fast pace, community environment;
- Excellent command of English (written and spoken) and proficiency in French. While English is our primary internal language, you will handle external requests and operational tasks in French;
- Excellent computer skills and proficient in excel, word, outlook, and database tools.

PERSONAL QUALITIES AND ATTRIBUTES

Required qualities and attributes

- Capacity to work independently with minimal supervision in a busy and multicultural team;
- Capacity to manage a complex workload, to plan, prioritise and multitask effectively;
- Demonstrable commitment to the vision and the mission of the EPF;
- Excellent communication skills both verbal and written; solution-oriented;
- Excellent interpersonal skills and a collaborative management style;
- Ability to be politically impartial in the application of duties.

KEY INTERFACES

Team size: 18

Internal

- Executive Director
- HR & Operations Manager
- All team members

External

- EPF Board
- EPF Member organisations
- External Accountant
- External Auditors

WE OFFER

- An open-ended contract for a full-time position
- A friendly, dynamic, and multi-cultural team and international working environment
- Opportunities for growth working for a highly respected organisation in EU health policy and advocacy
- A competitive monthly salary depending on experience and knowledge, coupled with various benefits:
 - lunch vouchers;
 - transportation offered in line with our internal policy;
 - complementary health care insurance (DKV hospitalisation and ambulatory care);
 - pension insurance; travel insurance;
 - flexible working conditions;
 - teleworking allowance in line with our internal policy (NB working from the office will be the norm in the induction phase);
 - Year-end bonus depending on the overall performance of the organisation.

HOW TO APPLY

If you are interested in this position, please submit an application via email, including a cover letter, CV in English and 2 references, to: recruitment@eu-patient.eu (Subject line: **“Application for the position of Finance and Operations Assistant - full name”**).

The deadline for applications is 23h59, Sunday 14th June 2026.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

To be eligible for this position, applicants must hold a valid, existing work permit for Belgium at the time of application. Unfortunately, we cannot provide sponsorship.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/>. We will treat your data with the utmost care and take all appropriate steps to protect it.