

Business Manager- Belgium Indefinite contract at the head office in Brussels (100%)

KIYO is a recognised Belgian NGO who has been strengthening the life and technical skills of youth aged 12 to 25 in Belgium, Burundi, DR Congo, Brazil and the Philippines for over 20 years. Together with our partners, we empower youth as active agents of change because we believe that talent is universal, but opportunities are not. We have already empowered more than 50,000 children and youth worldwide to contribute to a just and sustainable society.

KIYO's annual budget is around €2 million, funded by the federal government, the European Commission, provinces, municipalities, companies, foundations, organisations, support groups and individuals. The international team has about 25 employees, of whom nine operate from the head office in Brussels. For more information about KIYO, visit www.kiyo-ngo.be

KIYO is a dynamic and ambitious organisation with a strong international team and value framework. Empowerment of people is the beating heart of the organisation (<u>Values and Integrity | KIYO NGO voor</u> <u>kinderrechten (kiyo-ngo.be</u>). The organisation has recently built in-depth expertise in equal partnership and creating quality learning environments for empowering youth, with a particular focus on peer learning around children's rights, talent development and active citizenship.

Description of the function

KIYO is looking for a new **Business Manager** who will manage the financial operations in our organization. The Business Manager will be responsible for making the financial resources received from donors available, providing insight into the use of these funds, and ensuring accurate reporting of the funds. The business administrator works closely with the General Director, to whom they report.

Core responsibilities

The **Business Manager** is responsible for maintaining the financial health of the organization by ensuring accurate financial reporting, effective budget management, and strategic financial planning. This role provides key financial insights and recommendations to support organizational objectives. The Business Manager collaborates closely with internal and external stakeholders to optimize financial performance and ensure compliance with relevant regulations.

1. Budgeting

• Develop and oversee the annual budget in collaboration with the General Director to align with organizational objectives.

• Monitor budget implementation and provide necessary adjustments and reporting on financial performance on a regular basis.

- Lead the preparation of the strategic multi-annual budget and its annual updates.
- Develop detailed budgets for the organization, specific programs (DGD, EU, and future programs,...), and individual projects/partners in coordination with country teams.

2. Accounting

• Ensure accurate financial record-keeping and compliance with accounting standards (Belgian regulations, VZW/NGO regulations, ...).

- Supervise bookkeeping and oversee the general ledger.
- Manage and coordinate financial audits (together with the statutory auditor), including those for KIYO and its donors, providing all necessary information.
- Oversee fiscal audits and ensure timely resolution of any discrepancies.

3. Controlling

- Implement and monitor internal financial controls and processes.
- Assess financial risks and establish mitigation strategies.
- Prepare financial scenarios in collaboration of the General Director to guide strategic decision-making.
- Ensure compliance with financial regulations and organizational policies.

4. Cash Flow & Treasury Management

- Monitor cash flow to ensure liquidity and recommend actions when necessary
- Manage banking relationships and oversee activities.
- Optimize financial resources for long-term sustainability.

5. Financial Communication & Reporting

- Prepare and present financial reports for internal and external stakeholders (Board, General Assembly,...).
- Ensure transparency in financial communication and reporting.
- Provide quarterly and annual financial statements.
- Submit the annual budget by November for validation by the Governance Board and General Assembly.
- Deliver financial analysis of closing accounts by May/June for board validation.
- Support the board with relevant financial insights related to budgeting, donor accounts, and strategic decisions.
- Develop and implement a financial development plan for KIYO's Finance and Administration department.
- Analyse financial risks and establish control measures.

6. Financial Management & Compliance

- Ensure that all financial transactions are accurately recorded, and financial systems adhere to policies and procedures.
- Review and improve existing financial policies, procedures, and tools (e.g., reporting and budget templates) and ensure their proper use by KIYO staff.
- Oversee financial transfers from headquarters to country offices and partners.
- Conduct training and coaching for staff on financial management best practices.

Additional Responsibilities

- **Fundraising:** Support financial aspects of grant applications and donor reporting. Assist the international department with institutional fundraising (budgeting).
- Human Resources: Oversee payroll processing and employee benefits management.
- Facility Management: Manage financial aspects of infrastructure and office facilities.
- Legal & Contract Management: Ensure financial compliance in contracts and legal agreements.
- **Representation:** Act as the financial representative in external meetings and stakeholder engagements.

Our ideal Business Manager

- You preferably have a master's degree or equivalent through professional experience in a position with similar content;
- You have several years of experience in Business Management
- You fully share our values and goals (<u>Values and Integrity | KIYO NGO voor kinderrechten (kiyongo.be</u>). Our organisation is committed to protecting and promoting the rights and welfare of children and young people and expects a similar commitment from all its employees.
- You are meticulous and organisationally strong;
- You have a sense of creativity, pioneering and innovation;
- You are dynamic, flexible, sociable and communicative. This makes you an ideal ambassador for KIYO who conveys our narrative in an inspiring way;
- You can express yourself fluently in Dutch, French and English;
- You thrive in a small organisation with a lot of freedom and responsibility;

Competencies

- At ease in a small organisation with a lot of freedom and responsibility.
- Practical and proactive problem solver.
- A taste for analytical work and learning.
- Reliable and honest.

What does KIYO have to offer you?

- A fulltime employee contract of an indefinite duration;
- A great job satisfaction in an organisation of great social importance, guided by an enthusiastic and knowledgeable international team;
- A competitive salary based on the level of the NGO sector (PC329.01 socio-cultural sector) supplemented with relevant years of seniority;
- Extra-legal benefits: meal vouchers, 13th month pay, telephone allowance and home working allowance, public transport or bike allowance;
- A modern office in the heart of Brussels at the Impact House, which we share with other innovative organizations and companies. Good coffee and fresh fruit in the office every week;
- A fun international team, which you will also sometimes meet in person on an occasional trip abroad.
- Empowering is in our blood, and we extend that to our team. We want you to feel good, to learn and to be heard. There is a budget for training, and we select candidates solely on the basis of their skills and talents. Your gender, ethnicity, orientation, religion, disability, nationality,... do not affect your opportunity to help build our organization.
- KIYO ensures a professional and discrete treatment of your application.

Interested?

Don't hesitate! Send your cover letter with CV to <u>tracy.tansia@kiyo-ngo.be</u>. Please include the following reference in the subject of your mail: KIYO_ Business Manager. Please also provide 3 references. **Deadline: 30 April**

The selection procedure consists of screening CVs, checking references, and an interview with the selection committee. Preferably starting on **1 June 2025** but start date is negotiable.

Do you have any questions or doubts whether it is for you? Do not hesitate to contact the General Director Tracy Bibo – Tansia, <u>tracy.tansia@kiyo-ngo.be</u> or +32 (0)489 63 55 43 and we will look into it together.

KIYO values the diversity of its employees by guaranteeing equal opportunities, treatment and access to selection for all its candidates. Our organisation fosters a work environment where individual differences are recognised, valued and respected, so that everyone can develop their full potential. If you have a disability or illness, please do not hesitate to contact us. KIYO will make every effort to offer you reasonable accommodation to enable you to access the recruitment process and the role.