

OPEN CALL:

ADMINISTRATIVE AND FINANCIAL ASSISTANT

THE PARTY OF THE EUROPEAN LEFT (EL) IS SEEKING A FULL-TIME ADMINISTRATIVE AND FINANCIAL ASSISTANT FOR A ONE-YEAR RENEWABLE CONTRACT.



A/ ABOUT THE PARTY OF THE EUROPEAN LEFT

We are a European political party, an association of over 40 national parties that stand together for change, aiming to create a new system that works for people, not the capital. We stand against capitalist exploitation, ecological destruction, war and fascism, in resistance to patriarchal domination and all forms of oppression.

B/ DESCRIPTION OF THE FUNCTION

The Administrative and Financial Assistant will play a central role in organising and supporting the party's daily administrative and financial operations, working closely with the Head of Finance and Administration and collaborating with the rest of the team under the Office Manager's supervision.

Workload and tasks vary by time of year, with certain activities occurring only at specific times. The selected candidate will be primarily responsible for the following tasks:

- Oversee the day-to-day management of the office, acting as the main contact point for staff and external service providers;
- Monitor budgets and support the team on logistics related to internal and external meetings, events, and workshops, including venue booking and catering;
- Prepare and execute electronic payments and reimbursements, including the corresponding file follow-up;
- Support the Head of Finance and Administration in managing and regularly updating expenses through the dedicated accounting platform, in coordination with the external accountant;
- Support the Head of Finance and Administration in preparing the quarterly reporting and yearly budget (application to the European Parliament and related follow-up, presentation to the ruling bodies)
- Support the Administration and Finance Manager in handling the communication with EU institutions (the Authority for EUPPs; DG FINS of the EP) regarding procedures for applications, audits, and financial agreements
- Maintain smooth communication with EL representatives, respond to enquiries, and provide administrative support as needed;
- Prepare, draft, and issue HR-related documents, and ensure that staff records and information are kept accurate and up to date;
- Manage staff absences, payroll administration, and employee benefits in coordination with external social secretariats;
- Manage office and IT equipment, monitor supplies and inventories, and coordinate with external IT service providers
- Manage EL mailing lists, databases, document filing systems, as well as administrative processes related to contracts with suppliers and service providers;
- Support the ruling bodies in ensuring compliance with relevant Belgian and EU legislation, administrative obligations, and internal procedures, including the publication of statutory amendments.
- Preparing and participating in meetings and events in Brussels and abroad, sometimes on weekends;

C/ PROFILE

To fill this key position within the EL team, we are looking for a highly organised, proactive, and detail-oriented team player who is open-minded and comfortable in a dynamic, multicultural work environment. The ideal candidate works with focused attention even under high time pressure and is sympathetic to the values of the Party of the European Left.

Candidates need to demonstrate:

- University degree in line with the function and a minimum of 1 year of professional experience relevant to the role
- A good knowledge of the European institutions and the EU political debates
- An excellent command of English and French (command of other EU official languages is considered an asset)
- Strong analytical and problem-solving abilities
- Excellent writing skills and knowledge of organisational workflows
- Full IT proficiency (all current MS Office applications)

D/ SALARY AND OTHER BENEFITS

We offer an initial 12-month contract under Belgian law, ideally starting on 1 July 2026, which can be converted into an open-ended employment contract. A competitive salary will be offered, with the exact level determined by skills and relevant professional experience.

Teleworking is possible, with the expectation of being in the office three days per week. Full remote working is not available for this role.

The position includes an attractive benefits package, including meal vouchers, 13th month salary, public transport reimbursement, eco-cheques, and additional holidays.

E/ APPLICATION AND PROCEDURE

Please note that the position requires a work permit for Belgium, as the office is in Brussels.

If you are interested in this position, please submit a single PDF file including your letter of motivation and a CV (both in English) to “The European Left team” at info@european-left.org.

The deadline to apply is 15 June 2026 at 9 am Brussels time, with early applications encouraged.

The file should be named after your surname, while the email subject should read “CALL FOR ADMIN & FINANCIAL ASSISTANT”. Shortlisted candidates will be invited to an interview during weeks 25 and 26.

The Party of the European Left is dedicated to providing equal employment opportunities, fostering diversity, and creating an inclusive, discrimination-free, and harassment-free work environment. Therefore, we actively work to minimise the influence of our biases in our recruitment procedures, in particular, but not limited to, ethnicity, national origin, race, age, gender identity and expression, sexual orientation, domestic circumstances, physical appearance, disability status, socioeconomic background, and atypical careers. In case of equal appreciation of competence and suitability for the position, preference will be given to applicants from underrepresented groups.

