

# Chief Financial and Administration Officer

Telos Impact is the leading Brussels-based advisory firm on Philanthropy and Impact Investing. Telos' mission is to help Foundations and philanthropists achieve their social and environmental impact ambitions. Working in close partnership with leading international philanthropists and impact investors, we aim to put Philanthropy and Impact Investing on the map – and make it mainstream.

**To support our strong growth, we are looking for top-talents to join our team.**

## WHAT YOU WILL DO

As our Chief Financial and Administrative Officer, you will be responsible for the financial management, administration and operations of Telos while evolving with the rest of the team in a highly dynamic environment. Working in a start-up environment, your list of responsibilities could be endless and we will need your sense of initiative and proactiveness. You will directly report to the managing director and will be ultimately responsible for Telos' performance.

You will supervise Telos' Finance, HR, Legal work, and potentially also take part of the administration for our larger clients (among both our Philanthropy and Impact Investing activities).

- Manage daily administrative operations;
- Oversee resource allocation and budgeting;
- Provides input for business and strategic planning;
- Follow the objectives set by departments;
- Collaborate with colleagues to implement internal policies and develop organizational improvements ;
- Management of the payroll, in partnership with our external social secretariat;
- Management of the accounting (recording of all entries), in partnership with our external accountant;
- Management of the billing processes, in partnership with the respective team leaders;
- Follow up on the team's timesheets, and expenses as needed;
- Administration of all contractual documents within Telos (from preparing certain templates to following-up on the signing and archiving);
- Management of the company building, incl. selecting and managing the relationship with all electricity, IT, catering and other suppliers (with a focus on sustainable/green providers);
- Management of the meeting rooms;
- Follow up on Telos Communication (website, LinkedIn) and Team Events (organization of 2-3 offsites per year, usually in Belgium);
- Support for the general administration of our clients' foundations and companies, in partnership with the various team leads.

The role will be based in Brussels.

## WHAT WE NEED FROM YOU

- You have developed a solid understanding of the various business functions (Finance, HR,...). Minimum 5 years of experience in a Big-Four is a plus;
- You are rigorous, punctual, precise and meticulous - both in your organization and in your deliverables;
- You are hands on, flexible and solution driven;
- You have outstanding communication and interpersonal skills;
- You inspire deep trust and serenity, and have a strong sense of confidentiality and discretion, as well as a high resistance to stress;
- You are proactive, a problem solver and able to conduct multiple tasks in parallel and thrive in a dynamic entrepreneurial environment;
- You are fully aligned with our values: joy, impact, excellence and independence;
- You have a demonstrated interest in social and/or environmental impact;
- You are fluent in French; professional level in Dutch and English.

## WHAT WE OFFER

- A full-time job with a strong purpose, in a company that works on the biggest challenges of our society;
- A fun and caring team;
- A key actor in the Impact space in Western-Europe;
- An entrepreneurial adventure;
- A competitive compensation (fixed and variable), based on your experience.

## HOW TO APPLY

Send your CV and short motivation letter to [info@telosimpact.com](mailto:info@telosimpact.com). More information? Check our website: [www.telosimpact.com](http://www.telosimpact.com).