

## WAVE Job Description Accounting & Administrative Assistant



WOMEN AGAINST VIOLENCE EUROPE  
WAVE Network and European Info Centre against Violence  
Bacherplatz 10 / 6 | 1050 Vienna, Austria  
Phone: +43 (0)1 548 2720 | Fax: +43 (0)1 548 2720 27  
E-mail: office@wave-network.org | www.wave-network.org  
ZVR: 601608559

<b>Reports to</b>	Accountant
<b>Location</b>	Vienna
<b>Hours</b>	20 hours per week
<b>Contract type</b>	Limited until 31 <sup>st</sup> December 2021 (with possibility of extension)
<b>Main purpose</b>	Ensuring the smooth and effective running of the WAVE office and contributing to its sustainable growth.

### Introduction to WAVE and the Step Up! Campaign

WAVE is a European network aiming to prevent and eliminate violence against women (VAW) and their children, to strengthen the human rights of women and girls and to ensure their rights to access specialised women's support services.

### A. Main Purpose of the Job

- 1) Supporting the WAVE Accountant in effectively carrying out her work.
- 2) Contributing to the smooth running of the WAVE office administrative processes.

### B. Key Responsibilities and tasks

#### 1) Supporting the WAVE Accountant with:

- Keeping accurate records and updates of the annual membership fee collection, and ensuring accurate recording of payments, temporary reductions, full reductions and non-payments.
- Managing the office petty cash
- Logging and processing Visa card and PayPal payments
- Logging and processing travel, hotel and per diem expenses of WAVE Board, Staff and Members
- Enter and code financial transactions appropriately
- The preparation of quarterly finance reports to the WAVE Board
- Assisting with audits, fact checks, and resolving discrepancies.
- Assisting with the financial reports to WAVE funders.
- Making and tracking payments
- Reviewing Staff and Board expenses and making reimbursements

#### 2) Supporting the WAVE Office administrator with:

- General administrative duties, including filing, answering phone calls, responding to emails of the WAVE office inbox and tracking stocks of office supplies and related payments.

## C. General Responsibilities

- Working within the WAVE budget and financial procedures
- Attending fortnightly team-meetings
- Attending 4-6 weekly 1:1 meetings with the Executive Manager
- Attending external/international meetings as required for this role
- Supporting the organisation and delivery of the annual WAVE conference according to the conference workplan
- Carrying out other tasks as are reasonably required to help the WAVE team deliver its aims
- Ensuring that all WAVE policies and procedures are adhered to
- Ensuring effective integration of campaigners/causes from all communities within the SUC
- Attending all meetings and trainings relevant to this role
- Acting as an ambassador for WAVE
- Maintaining confidentiality in all matters
- Occasionally work flexibly beyond the remit and normal working hours of the post as required

**Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.**

## Person Specification

Criteria	Essential	Desirable
<b>Skills/Experience</b>		
Excellent ability to process financial data and documentation	X	
Experience with bookkeeping practices and accounting systems	X	
Sound knowledge of accounting terminology	X	
Strong planning, organisational and administrative skills	X	
Very good mathematical skills	X	
Attention to detail and ability to detect inconsistencies	X	
Action-oriented approach to work and ability to use own initiative to solve issues	X	
Having a cooperative, reliable and flexible approach to team-work	X	
Excellent English language skills	X	
Good German language skills		X
Excellent written and verbal communication skills	X	
A creative mind with the ability to suggest improvements/developments	X	
Ability to work flexibly beyond the remit and normal working hours of the post occasionally as required	X	
<b>Experience/Knowledge</b>		
A minimum of 2 years working experience in administration and/or accounting	X	
Degree in accounting, bookkeeping, or related field		X
Excellent knowledge and use of Microsoft Office package (Excel, Word, Power Point) and Accounting software packages, ideally Eurofibu		X
Experience of working in a busy office environment and under pressure of numerous (often competing) deadlines	X	
An understanding of violence against women, gender equality and feminism		X
Experience of working in a multi-national and multi-cultural environment		X