



EUROPEAN UNION OF THE DEAF

A European Non-Governmental Organisation in official liaison with
European Parliament, European Commission and the Council of Europe

ADVERT

Position: Finance Officer
Salary: Depending on qualifications and experience.
Reports to: Executive Director
Contract: Full-time Belgian contract (38 hours, initially for 1-year, permanent contract thereafter, dependent on positive evaluation and funding available – Belgian residence required)
Based in: Brussels (hybrid) or home-based within commuting distance of Brussels.
Starting date: February 2026

The European Union of the Deaf (EUD) is a European non-profit making umbrella organisation whose membership comprises National Associations of Deaf people in each of the EU member states. Established in 1985, EUD is the only organisation representing the interests of Deaf Europeans at European level. EUD maintains EU level dialogue with European Union Institutions, in consultation and co-operation with its member National Associations of the Deaf.

EUD is seeking a Finance Officer to join our Brussels-based secretariat. The successful candidate will provide essential administrative, financial, and operational support to the organisation, assisting the Executive Director and supporting all staff members in their day-to-day work.

This is an excellent opportunity to contribute to the advancement of Deaf rights and sign language recognition at the European level, within a dynamic and inclusive international team.

Responsibilities:

Administration and Office Management

- Ensure the smooth day-to-day running of the EUD office, including procurement of supplies and maintenance of office equipment.
- Manage logistics for meetings, events, and webinars, including arrangements for sign language interpretation.
- Coordinate travel schedules and accommodation for staff and board members.
- Maintain accurate and organised filing systems for all administrative and financial records.

Financial Administration

- Record and manage all financial transactions in line with Belgian accounting standards and EUD's internal financial procedures.
- Manage accounts payable and receivable, ensuring timely processing of invoices and payments.
- Support the preparation of monthly and annual financial reports.
- Assist with budget development, including annual budgets and project-specific financial planning.



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- Ensure that receipts, invoices, and supporting documentation are properly filed for audit and reporting purposes.
- Support to Projects and Reporting
- Contribute to the preparation of financial and administrative reports for funders and partners.
- Support project proposal budgeting and financial reporting for European-funded projects.
- Assist in the organisation and delivery of EUD's General Assembly and Board meetings.

Team Support

- Work collaboratively with the Executive Director and colleagues across EUD's departments.
- Contribute to organisational planning, monitoring, and evaluation processes.
- Participate actively in team meetings and organisational development initiatives.
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Qualifications:

Essential

- Qualification or demonstrable experience in accounting, bookkeeping, or financial administration.
- Knowledge of Belgian accounting and administrative procedures.
- Strong organisational and time management skills, with the ability to prioritise and meet deadlines.
- Excellent written and verbal communication skills in English.
- High attention to detail and accuracy.
- Commitment to equal opportunities, human rights, and the mission of EUD.
- Ability to work both independently and as part of a multicultural team.

Desirable

- Knowledge of another EU language.
- Awareness of Deaf culture and willingness to learn a national sign language.
- Experience working in a European-level NGO or similar organisation.
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The ideal candidate is committed to equal opportunities and human rights approach to sign language and deafness, has the technical ability to manage the daily work of an European level organisation, is able to work effectively in written English

Our commitment to equality, diversity and inclusion

We want our organisation to represent the diversity of European talent. We are committed to equality of opportunity, fairness and inclusion, and a place we all belong. We actively encourage applications from candidates with diverse backgrounds, including but not limited to disability, gender, age, ethnicity, sexual orientation, and any other characteristic. Your unique perspectives and experiences are valued and essential to our mission.



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Closing date for receipt of applications is 5th February 2026.

If you are looking for a new challenge and wish to know more, or to request a detailed job description, then please contact Frankie Picron, Executive Director – frankie.picron@eud.eu

If you want to learn more about EUD, please visit our website – www.eud.eu



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EUD EQUAL OPPORTUNITIES STATEMENT

The European Union of the Deaf (EUD) is an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This policy applies to both the EUD's policy, information functions and its own employment practices.

The EUD recognises that the equal opportunities policy will require regular monitoring and review.

It is committed to opposing direct and indirect discrimination on the grounds of deafness, disability, ethnicity or national origin, colour, race, creed, gender, marital status, domestic circumstances, age, HIV status or sexual orientation or on any other grounds. The EUD recognises there are groups in society who are disadvantaged through discrimination and will work to redress any inequality in its own operations and employment practices.

This policy recognises and incorporates best practice relating to equal opportunities. Nothing in this policy is intended to prevent the EUD from following best professional practice in recruiting the person most suitable for the job.

The EUD requires its employees, interns and volunteers to comply with this policy.

The EUD will take positive action as necessary, as a policy development and information-providing body and an employer, to uphold this policy.

The EUD recognises the need to develop procedures to support the implementation of this policy, for instance a training programme, reasonable accommodation and a system of monitoring. These procedures will be incorporated into this policy as it develops.

Programme of Action / Implementation

The EUD will ensure:

1. that all job descriptions are drawn up in accordance with the equal opportunities policy.
2. that members of selection panels are committed to equal opportunities and that they consider applicants only on the criteria specified in the job description.
3. that no employee receives less favourable treatment than any other.
4. that employees from underrepresented groups are given training and support and reasonable accommodation.