

## ***JOB DESCRIPTION / AD***

### **FULL TIME ADMINISTRATION AND HUMAN RESOURCES OFFICER**

2024

#### **FOREWORD**

The European Business Aviation Association (EBAA), the leading Association for Business Aviation in Europe, represents the interests of close to 750 Business Aviation Companies operating a combined fleet of more than 1,000 aircraft.

EBAA endeavours to promote Business Aviation as a key component of air transport, serving the European economy and the society.

EBAA was founded in 1977 to defend the interests of business aviation and provides value to its members and society by promoting best practices in safety and environmental sustainability, efficient and proportionate rule-making and increased connectivity within Europe. For more information, visit [www.ebaa.org](http://www.ebaa.org).

#### **YOUR ROLE**

EBAA has a small team of international professionals who support our European Members. The position is based in our Brussels offices. As an essential pillar to the Admin, HR and Finances department, you are expected to assume and drive a multitude of tasks and projects under the leadership of the CFO to whom you will report.

You will contribute to the general management of the office, including a.o.: accounting, billing, office management, human resources and payroll. Your job will include a number of responsibilities, which can vary from day to day.

#### **RESPONSIBILITIES**

Your multi-faceted tasks will include but won't be limited to:

##### ***1. Finances:***

- Controlling and processing invoices, Staff Members' expense notes and credit cards statements with appropriate coding and accounts; ensuring on-time and accurate accounts payable; seeking and checking approvals from respective Managers before payment;
- Processing manual payments by credit card whenever requested (Membership invoices, participation in events, etc); generating reports and providing weekly feedback to the Accountants.