

Finance operations support

Job Opening

COST Association AISBL

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1) COST MISSION

COST – European Cooperation in Science and Technology – provides networking opportunities for researchers and innovators to strengthen Europe’s capacity to address scientific, technological, and societal challenges. There are three strategic priorities: promoting and spreading excellence, fostering interdisciplinary research for breakthrough science, and empowering and retaining young researchers and innovators. COST implements its mission by funding bottom-up, excellence-driven, open, and inclusive networks for peaceful purposes in all areas of science and technology.

The COST Association is an international non-profit association based in Brussels with a membership of 43 European countries. It draws its funding from the EU Framework Programme for Research and Innovation, Horizon Europe, through Specific Grant Agreements signed under the umbrella of a Framework Partnership Agreement with the European Commission.

2) POSITION RESPONSIBILITIES

Are you a university student with a passion for numbers and a desire to explore the financial engine in a non-for-profit organization? This is a hands-on opportunity to work alongside a small, experienced team handling Finance, Accounting and Procurement, touching on real projects from day one, not only supporting from the sidelines.

The Finance support will provide operational support to the Head of Finance and to the Finance team across a range of finance, data, and administrative tasks. The role is designed to address a critical workload gap and to contribute directly to the unit's efficiency agenda ahead of the organisational transformation planned as of 1 November 2026.

The Finance support reports directly to the Head of Finance.

This position will involve:

- Contributing to the documentation and formalisation of Finance and Procurement workflows and procedures, including the mapping of process flows, the compilation of applicable regulatory references, thresholds, and templates, and the preparation of a structured outline for internal procurement training materials, supporting the identification of areas for improvement and simplification in view of the unit's efficiency mandate.
- Supporting the maintenance of Finance document and file archives, including the application of retention schedules and the organisation of audit trail documentation in line with applicable regulatory and grant requirements.
- Providing operational support for claims processing, including tracking, monitoring, and following up on open claims in coordination with the Finance team.
- Supporting the preparation and administrative organisation of potential fraud investigation case files, including data gathering, transaction flagging, and file structuring, under the supervision of the Head of Finance.
- Fulfilling other responsibilities and tasks in the interest of the organisation, as mandated by the Head of Finance or by the COST Association Director.

PROFILE AND COMPETENCES REQUIRED

Candidates should demonstrate the following competencies:

EDUCATION & EXPERIENCE

- Currently in your final or penultimate year of a Bachelor's or Master's in Accounting, Business Administration or Business Management, or a related field
- High standard of spoken and written English;

SPECIFIC COMPETENCIES

- Ability to collect, structure and analyse information from various sources;
- Rigorous, autonomous and with good synthesis and analysis skills;
- Interest in data analysis and dashboard development tools;

- Familiarity with financial reporting and/or accounting processes;
- Ability to manage confidential financial data with discretion and integrity;
- Experience with process documentation or procedure writing is an asset;
- Interest in EU grant management or public procurement frameworks is an asset;
- Clear written communication skills;
- Good knowledge of MS Office systems (especially Excel).

OTHER COMPETENCIES

- Service-oriented attitude with strong sense of purpose and drive to make a meaningful contribution to the COST mission;
- Collaborative work ethic with ability to work independently;
- Commitment to deliver on tasks allocated and respond in a timely manner to deadlines;
- Positive and constructive attitude in an evolving environment;
- Strong interpersonal skills, including diplomacy, discretion, and confidentiality;
- Ability to balance multiple tasks and adapt to changing priorities.

THE COST ASSOCIATION OFFERS

- A full-time fixed-term contract under Belgian law;
- Start date: early July 2026 – End date: 31 October 2026;
- A European working environment located in Brussels;
- Unless a national of the EU and EEA, candidates must be eligible to work in Belgium;
- Flexible working hours – 37.5 hours per week – 7.5 hours per day;
- Gross monthly salary: EUR 2 750.00 — salary based on Belgian law (social security and taxes);
- Meal vouchers 8 EUR net per worked day – employee contribution EUR 1.09 net per day (vouchers not granted for absences such as holidays and sickness);
- Transport costs reimbursed according to legal prescriptions;
- Joint Committee (commission paritaire) 337 – private sector;
- Group insurance and hospitalization insurance – fully paid by the employer;
- Teleworking/homeworking: only on a voluntary basis – maximum 8 days per month – teleworking only possible in Belgium, not abroad.

HOW TO APPLY

Electronic applications – motivation letter with possible start date mentioned + CV in English (2 pages maximum), and at least 2 recent reference letters signed in English by the 1st round of interviews – should be addressed to Teresa Oliveros and sent to teresa.oliveros@cost.eu mentioning the reference code **FINsup2026** in the subject line. Deadline for applications is **25 June 2026**, 5pm (Brussels time).

Please note that only shortlisted candidates will be contacted for an interview. Unsuccessful candidates will not receive individual feedback automatically.

All personal data provided by applicants will be dealt with in compliance with the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC). Details about how we manage your data for recruitment purposes are available on our website: <https://www.cost.eu/>.