



Job title: Administration and Finance Coordinator

Full-time employment in a small, dynamic and international team working for the advancement of Higher Music Education.

Application deadline: Sunday 4 January, 11:00 pm CET

Starting date: ideally 1st February 2026

Dates of the interviews: Wed. 14th January and Wed. 21st January afternoon

The [Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen \(AEC\)](#) represents more than 300 Higher Music Education Institutions in Europe and beyond. AEC is the leading voice for Higher Music Education in Europe, a powerful advocate for its member institutions.

AEC recruits an **Administration and Finance Coordinator** to join its Brussels-based office. Reporting to the General Manager / Deputy Director, the **Administration and Finance Coordinator** is responsible for general office management, financial management and membership management.

Responsibilities:

Office Management

- Ensure an appropriate, pleasant and safe office environment (e.g. handle incoming/outgoing post and general emails, order office supplies, manage contracts with service providers - telephone, insurances, printer, IT, cleaning, etc. - organise IT support for the office)
- Ensure optimised workflows and processes and contribute to taking initiatives towards a greener office
- Plan and organise the monthly office meetings and regular team-building activities
- Manage monthly communication with Social Secretariat concerning contracts, holiday records, and salaries for employees and interns
- Prepare internship contract documents and draft internship plans in liaison with colleagues
- Manage the official register of the association
- Assume other administrative duties on an ad hoc basis, including supporting colleagues with the organisation of meetings and events

Financial Management

- Handle all financial administrative tasks such as:
 - pay all salaries every month (based on salary slips prepared by Social Secretariat)
 - issue invoices (membership fees' invoices, invoices for services provided by AEC, etc.) and track their payment
 - process supplier invoices and expense claims (i.e. check their eligibility and compliance with any grant requirements, and make all payments via the e-banking system)
 - reconcile financial documents with bank and cards' statements, and prepare information for the accountant in the electronic accountancy software



- handle the process of allocating travel bursaries for AEC events
- Liaise weekly with the accountant (hired externally) and check accountant overviews
- Collect financial information and documentation from colleagues and update internal budgets, including project budgets, accordingly
- Prepare financial reports for EU-funded programs (mainly Creative Europe, Erasmus plus and Horizon Europe)
- Produce financial data (updated AEC overall budget, budget forecast, financial report) at key times of the year

Membership Management

- Liaise with AEC members on issues related to membership, membership fee payment and membership fee services (including access to internal login area and job vacancy platform)
- Provide information to potential new AEC members, receive and process their application
- Prepare website and newsletter communications concerning members' news and new members joining AEC
- Support with organising AEC events, represent AEC at AEC events and at external events

Required profile

- Bachelor's degree in a relevant field such as public administration, Business Administration / Management, European Studies / Political Science, Economics / Finance or related fields
- Minimum 1-year experience in the field of financial administration and/or administration
- Excellent written and spoken English (C1) and very good knowledge of French
- Advanced proficiency in Microsoft Excel (e.g., data analysis, pivot tables, formulas, reporting)

Skills:

- Excellent organisational skills
- Attention to detail
- Strong team working skills with a willingness to contribute and a readiness to assist others
- Communication and collaboration skills in a multi-cultural environment
- Ability to interact with internal/external stakeholders, in a professional manner

Highly valued:

- Experience on EU-funded projects
- Client-facing experience
- Strong office IT skills (MS Office, Salesforce, Google Drive, Zoom, Teams etc.)
- Ability to multitask and capacity to work well under time constraints
- Ability to work independently



- Other language proficiency

Other desirable experience, competences or knowledge:

- Personal connection with cultural / music sector
- Awareness of General Data Protection Regulation and its implementation

Candidates who do not meet all of the listed requirements but are motivated and excited about the role are welcome to apply.

AEC values diversity and welcomes applicants from any underrepresented ethnic origin, national origin, gender, race, colour, religious belief, disability, sexual orientation or age.

What we offer

- Full time (38h per week) employment in an international and interesting environment as member of a small dynamic team; the selected candidate will need to either live in Belgium or be willing to move to Belgium for the duration of the contract (candidates need to provide a Belgian address)
- 1-year contract leading to an unlimited contract
- Salary level: from 2600 EUR Gross depending on profile and experience
- Benefits: public transport costs, 13th month, écochèques, luncheon vouchers 8€ per day 157,83€ net per month of teleworking allowance, 20€ net per month of internet allocation
- A flexible work environment (including part-time teleworking);
- Opportunity to travel and participate in international activities
- Immersion and professional development in all aspects of a European-level organisation with a focus on higher music education
- A welcoming and friendly work environment in a small, dynamic and international team

How to apply:

Please email your CV (two pages maximum in PDF) and a **concise** motivation letter (one-page maximum in PDF) to applications@aec-music.eu with the subject *Job application Administration and Finance Coordinator <Your Surname>*.

Deadline for application: Sunday 4 January 2026, 11pm CET.

Interviews with short-listed candidates will take place on **Wednesday 14 January**. A second round of interviews is planned on **Wednesday 21st January afternoon**.

For more information, please contact Linda Messas, AEC General Manager / Deputy Director (also at applications@aec-music.eu).