

## Finance manager (m/f/x)

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### *Full-time employment*

DPA, the IT company of two professional organizations - OVB (Orde van Vlaamse Balies) and OBF (Ordre des Barreaux Francophones et Germanophones) - is at the forefront of automating and digitizing the legal profession.

DPA stands for "Digital Platform for Attorneys" and serves as an innovative online platform enabling Belgian lawyers to communicate digitally with the judiciary, colleagues, and third parties.

As part of the ongoing expansion of its services, DPA is looking for a **Finance Manager** to support the CEO and the executive team. This role is critical to shaping and executing the company's financial strategies, optimizing its financial performance, and ensuring robust financial governance.

This position offers significant career growth opportunities for the right candidate.

### **Key Responsibilities**

- Develop and monitor the annual budget, ensuring effective budget controls.
- Consolidate budgets across product groups.
- Oversee cash flow planning and financial transactions.
- Prepare analytical and financial reports for internal and external stakeholders.
- Review and validate invoices while managing the invoicing process.
- Advise the management team on the development and implementation of financial policies.
- Report on the company's financial health and performance to the executive team.
- Manage administrative tasks related to finance.
- Monitor and improve financial business processes to enhance efficiency and compliance.
- Optimise cost allocation and identify cost-saving opportunities.

### **Profile**

- A master's degree in finance, economics, accounting, or a related field or at least 5 years of relevant experience in a similar position.
- Strong administrative and numerical skills, with attention to detail.
- Proficiency in Microsoft Office applications, especially Excel, and familiarity with financial IT tools or systems.
- Analytical thinker with a creative and critical mindset.
- Excellent organizational skills, coupled with motivation and the ability to work autonomously.
- Resilience under pressure, maintaining accuracy and quality even in challenging situations.
- Discretion and the ability to handle confidential information responsibly.
- A proactive team player with strong communication skills.
- Fluent in Dutch or French, with a very good command of the second national language and English.

### **What We Offer**



- A dynamic IT company in full development, driving the digitization of the legal profession with ambitious goals.
- Opportunities for career growth in an innovative and supportive environment.
- A competitive remuneration package, aligned with experience and expertise.
- For employees: a range of benefits, including: meal vouchers, commuting allowance, extra holidays, hospitalization and group insurance.
- Flexible working arrangements, including the possibility to work from home.
- An office located in the heart of Brussels, easily accessible by public transport.

If you are interested in this vacancy, please do not hesitate to contact us: [hr@dp-a.be](mailto:hr@dp-a.be).

Join us in shaping the future of the legal profession through innovative digital solutions!

CV DPA  
Rue Royale 146  
1000 Brussels