

Vacancy

The Red Cross Red Crescent Climate Centre is the expertise centre of the International Red Cross and Red Crescent in the field of climate change and climate disasters. The Climate Centre's mission is to help the Red Cross and Red Crescent Movement and its partners reduce the impacts of climate change and extreme-weather events on vulnerable people.

The Climate Centre consists of an enthusiastic team that guides a growing network of colleagues from all over the world in integrating climate risks into their work. The Climate Centre works closely with the Netherlands Red Cross and the International Federation of Red Cross and Red Crescent Societies (IFRC) in Geneva.

Due to a vacancy at the Climate Centre, we are immediately looking for an:

Experienced Financial Officer (32-40 hours/week) Based in the Netherlands

Position within the company:

The Financial Officer is part of the core team of the Climate Centre, works closely with the Senior Administrator and colleague Financial Administrative Officer. The Financial Officer reports to the Climate Centre's Finance Manager. This position is an important pivot in our often hectic virtual office (with a small team in the Netherlands as well as colleagues abroad). You would be working in a hybrid setting from home and from the Climate Centre office in The Hague (NL) so a work and residency permit for the Netherlands is required.

Envisaged start date: 1 November 2024

Job description:

The Financial Officer is responsible for the administration of Climate Centre projects. We are therefore looking for an accurate colleague with an eye for detail. You will play a pivotal role in our office (with a team in the Netherlands and team members abroad).

Responsibilities include:

- Accounting and administration tasks
- Maintaining the central finance mailbox, answering questions
- Handling of incoming and outgoing invoices
- Checking time registration and declarations
- Set up and check payments and bank statements
- Coordinate and support Project reporting
- Preparation of quarterly reporting and annual closing
- General project administration

Skills, abilities, education and experience:

- Be pro-active and accurate
- Eager to grow and learn
- Excellent financial skills, strong in numbers and accounting
- Experience in working in project organizations (including knowledge of time registration systems, declaration systems)

- Experience with the Lean Management Principles is preferred
- Strong written and verbal communication skills in English, knowledge of other languages such as Dutch is welcome
- Strong organizational and digital skills
- Ability to work partly from home
- Minimum five years' demonstrable experience in a financial/administrative position
- Minimum HBO education or comparable education level

Technical Skills:

- Excellent knowledge of Excel
- Demonstrable knowledge of and experience with automated accounting packages (Exact Online is a plus)
- Good working knowledge of MS Office (Outlook, Excel, Word, PowerPoint, Teams)

Soft Skills:

- Able to work with a diverse group of individuals and virtual environment in a professional manner
- Able to build and maintain positive, effective relationships with colleagues and external contacts
- Able to prioritize
- Able to work independently
- Able to perform under pressure
- Accurate, proactive, flexible
- Hands-on, team player

We offer:

A flexible, people-oriented and impactful working environment with room for initiative and development. A contract for 1 year with the possibility of an extension. The full time (40 hours per week) salary for this position is between € 2.886,87 and € 3.944,86 gross per month (scale 8 or 9 of the Climate Centre salary scales) depending on education and work experience. We offer holiday pay 8% of annual salary and a year-end bonus amounting to 8% of annual salary. Selected elements of the Netherlands Red Cross Collective Labor Agreement apply.

How to apply:

We would like to receive your application (a motivation letter and CV in English) addressed to Olette Manhoudt, HR officer at the Climate Centre at Application@climatecentre.org. We will review applications on a rolling basis so if you are interested, please do not hesitate to apply immediately. Once a successful candidate has been identified, this vacancy will be closed.

A reference check may be part of the selection process.

Further information:

For further information about the position, please contact John Borsboom, Finance Manager at the Climate Centre at borsboom@climatecentre.org or 070-4455652/06-51098879.

For more information about the work of the Red Cross Climate Centre, visit www.climatecentre.org

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Acquisition as result of this vacancy is not appreciated