



**VACANCY: Finance Officer – Amsterdam, the Netherlands**

**Join a team of professionals dedicated to improving the health and rights of most-at-risk and underserved populations in Eastern Europe and Central Asia!**

AFEW International is a non-governmental humanitarian organization. Our vision is a world in which vulnerable groups in society have access to health care without stigma and discrimination. We give support and a strong international voice on rights and on health access to most-at-risk and underserved populations in the EECA Region.

With an international team based in Amsterdam, we coordinate the AFEW Partnership, a regional network of civil society organisations (AFEW-Kazakhstan, AFEW-Kyrgyzstan, AFEW-Russia, AFEW-Ukraine and AFEW International).

AFEW International is now seeking to engage a **Finance Officer in Amsterdam, the Netherlands**. Please see the full position description and requirements in the Annex.

**Place within the Organisation:** Hierarchically and functionally accountable to the Executive Director

**Job Location:** Amsterdam, the Netherlands

**Starting Date:** as soon as possible

**Duration:** 1 year, with possibility for extension

**Contract:** 20 hours per week

**Deadline for sending applications:** Rolling applications until 16<sup>th</sup> July 2022

**Salary:** 2000 gross per month based on 20 hours.

Please send your motivation letter, CV, and contact details for two references to: [recruitment@AFEW.nl](mailto:recruitment@AFEW.nl). Clarifying questions may be sent by e-mail. No agencies please.

*AFEW International is an equal opportunity employer. We particularly encourage applications from qualified candidates who are living with HIV and/or from key affected communities.*

## **ANNEX. DETAILED JOB DESCRIPTION: FINANCE OFFICER**

### **Overall Job Objective:**

To provide financial support, assistance in legal and human resource matters; to ensure that the company meets its statutory and regulatory financial obligations; to maintain sound financial management and control to safeguard the assets of the company; to provide adequate financial information to assist the Executive Director in decision making.

### **Responsibilities and Tasks:**

#### *Related to Financial Control:*

- To provide continuous review and maintenance of accounting and financial control throughout the organisation.
- To prepare regular financial updates for the Executive Director and the Board: income and expenses actual versus budget analysis and forecast.
- To manage cash flow: to prepare liquidity reports and liquidity forecast.

#### *Related to Bank:*

- Cooperate with bank regarding payments, company credit cards and other issues
- Process payments on request via banking electronic system;
- To coordinate Deposit accounts of the company funds
- To manage petty cash of Amsterdam office.

#### *Related to Accounting and Consolidation of Financial Data:*

- To book transactions in financial system, including bank payments, credit cards payments, petty cash expenses
- Make manual transactions and corrections in the financial system, as required
- Input currency rates into financial system on a monthly basis
- Responsible for performing monthly, quarterly and annual financial closure.

#### *Related to Donor Relationship / Donors Reporting*

- To communicate with donor organisations regarding financial reporting and other issues
- To monitor and track donor's receivable according to the donor contracts;
- Review Donor contracts for essential financial information; to ensure the compliance with the various standards requested by Donors.
- To be responsible for the donor reports preparation

#### *Related to work with Sub-recipients (Subgrantees):*

- To be responsible for arranging and signing contracts with sub-recipients in other countries; to agree and negotiate with local offices about contracts and budgets;
- To trace money tranches to the local offices and receipt of reporting from them on a quarterly basis. To check financial reports and approve them.

#### *Related to Budgeting:*

- To be responsible for the development of the organisation's operational budget.
- To co-ordinate the budgeting process of the international Secretariat's projects, as necessary.

#### *Related to Audit:*

- To co-ordinate annual and project audits, executed by external auditors; prepare account reconciliations, various reports and analysis.
- Prepare annual Financial Statements.

#### *Related to Human Resource Administration:*

- To assist in drafting contracts, keeping records, maintaining personnel files, in accordance with internal rules and procedures.
- Prepare payroll file on a monthly basis

### **Requirements:**

Experience and Qualifications:

- Higher vocational education (HBO) in Finance, Accounting, Administration or related subjects;
- At least 3 years of financial management and accounting experience
- Proven ability to organise / manage records, both paper and electronic;
- Highly computer literate, experience working with mainframe accounting systems (Exact online)
- Fluency in written and spoken English.

**Personal Skills / Additional Information**

- Strong communication and organisational skills;
- Able to work independently and multitask;
- Ability to work in a multinational team
- Ability to work under pressure and meet deadlines