



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 Administrative Officer (32-40 hours/week) Based in the Netherlands**

### **Position within the company:**

The Financial Administrative Officer is part of the core team of the Climate Centre, works closely with the Senior Administrator and colleague Financial Administrative Officer. The Financial Administrative 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).

Envisaged start date: 1 July 2023.

### **Job description:**

The Financial Administrative Officer is responsible for the administration of Climate Centre projects. He/she is an important pivot in our often hectic office (with a team in the Netherlands and a number of employees abroad). We are therefore looking for an accurate colleague with an eye for detail.

### **Responsibilities include:**

- Accounting and administration
- Maintaining the central finance mailbox, answering questions
- Incoming and outgoing invoices
- Checking time registration and declarations
- Set up and check payments and bank statements
- (assistance with) Project reporting
- Preparation of quarterly reporting and annual closing
- General project administration support

### **Job requirements:**

- Excellent financial skills, strong in numbers and accounting
- Experience in project organizations (including knowledge of time registration systems, declaration systems)
- Strong written and verbal communication skills in Dutch and English, knowledge of other languages welcome
- Strong organizational skills
- Minimum of two years demonstrable experience in an financial/administrative position
- Minimum MBO+/MEAO+ education

**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 and people-oriented working environment with room for initiative and development. A contract for 1 year with the possibility of extension. The full time (40 hours per week) salary for this position is between € 2.723,46 and 3.477,43 gross per month (scale 8 of the Climate Centre salary scales) depending on education and work experience. Selected elements of the Netherlands Red Cross Collective Bargaining 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](mailto:Application@climatecentre.org). We will review the applications on a rolling basis. Once a successful candidate is identified, this vacancy will be removed.

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](mailto:borsboom@climatecentre.org) or 070-4455652/06-51098879.

For more information about the work of the Red Cross Climate Centre, visit [www.climatecentre.org](http://www.climatecentre.org)

Twitter: @RCClimate

Facebook: @climatecentre

LinkedIn: Red Cross Red Crescent Climate Centre

*Acquisition as result of this vacancy is not appreciated*