

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:

Senior Financial Officer (32-40 hours/week) Remote Working

Position within the company:

The Senior Financial Officer is part of the core team of the Climate Centre, works closely with the Financial Officers and other teams within the Climate Centre. The Senior Financial Officer reports to the Climate Centre's Director of Operations. 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 or remote 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: as soon as possible.

Job description:

The Senior Financial Officer is responsible for the managing the Financial cycle of the Climate Centre. They will assure Financial accurately and timely reporting of the Financial statements of Climate Centre. We are therefore looking for an experienced Financial colleague with an eye for detail and coordination skills. You will play a pivotal role in our office (with a team in the Netherlands and other teams abroad).

Responsibilities include:

- Owner of the financial processes
- Coordination of the yearly financial cycle
- Assures accurately and timely reporting to donors
- Managing the banking relations
- Lead contact for the accountant
- Pro-active managing the liquidity position
- Continuously improving financial processes
- Managing escalations in the team

Skills, abilities, education and experience:

- 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 10 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
- Eager to grow and learn

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 EUR 3,546.30 – EUR 5,424.15 gross per month (scale 10 or 11 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 8,33% of annual salary. Selected elements of the Netherlands Red Cross Collective Labour 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 Olof van Praat at the Climate Centre at praat@climatecentre.org or 06-22385366

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

Twitter: @RCClimate

Facebook: @climatecentre

LinkedIn: Red Cross Red Crescent Climate Centre

Acquisition as result of this vacancy is not appreciated