



The Netherlands Helsinki Committee is looking for an enthusiastic

### **Financial Manager (32-36 hours)**

We are seeking an experienced Finance Manager to lead and further develop our finance department. This leadership role is critical in ensuring that our finances are streamlined, so that your colleagues can focus on strengthening human rights and rule of law in wider Europe.

#### ***Who are you?***

It is in your nature to work with accuracy. With your knowledge of financial policies and procedures, you know how to support reaching our strategic goals and objectives. You are highly motivated to support colleagues with the right financial information and advice, and you understand the importance of adhering to donor guidelines. You are familiar with Dutch accounting rules and feel at ease in an international environment where English is the main language.

#### ***Tasks and responsibilities***

You are responsible for the process of planning, organising, controlling and monitoring of the financial resources to help achieve the organisational goals and objectives. You work closely with the Financial Officer and the Executive Director on this. You bring professional financial management to the wider organisation and work closely with the Programmes on designing and handling budgets, tracking budget depletion, creating external financial reports to institutional donors and internal control. You are supported by a Finance Officer who is focusing on bookkeeping and project administration.

The main tasks and responsibilities are:

- Preparing and presenting annual plan and budget and financial reports to the Supervisory Board;
- Leading the budgeting process for new proposals and ensure timely and accurate reporting to donors;
- Liaising with our external accountants;
- Ensuring that all transactions are properly accounted for and the financial systems are maintained, following all current procedures and controls;
- Monitoring financial performance and identifying potential problems, ensuring financial control is maintained.
- Support programme management by overseeing programming budgets and project control measures.

- Ensuring the continuous development of management information systems, administrative systems, practices and procedures according to the needs of the organisation;
- Ensuring motivational guidance and support to personal development of the Finance Officer.
- Support the further development and professionalization of our young and growing organization

### ***Required qualifications and skills***

You have the following qualities and experience:

- HBO/HBO+ work and thinking level with a degree in (Financial) Management, Business Administration or Controlling, or related;
- Strong financial expertise and experience in budgeting, financial control and reporting
- Proven experience in finance and operations management, preferably within the nonprofit sector;
- Knowledge of English and Dutch;
- Experience of working in an international non-governmental organisation would be an asset;
- Proven experience with financial donor reporting and donor requirements, experience with EU-funded project would be an asset;
- Eager to support, mentor and advise colleagues on financial issues;
- Analytical, structured and strong planning skills, cost-conscious and result-driven;
- Knowledge of Exact Online would be an asset.

The NHC is an equal opportunities employer and committed to building a culturally diverse staff. We promote diversity and belonging in everything we do and we invite in particular candidates with backgrounds that are currently under-represented in the human rights movement to apply.

### ***We offer***

- A salary based on qualifications and experience, between € 4.515 and € 5.000 gross per month (based on a full-time/36hrs position);
- The NHC offers an 8% holiday pay ;
- Employees are included in the collective pension scheme;
- This position is initially for one year, with the possibility of extension.

### ***About the NHC***

The Netherlands Helsinki Committee is a growing non-governmental organisation that promotes human rights, the rule of law and justice in all countries of wider Europe, including Eastern Europe, Western Balkans, Caucasus and Central Asia as well as the European Union. Building on our track record of 35 years, we consider it to be our mission to inspire, engage and support catalysts of change in building just and rights-respecting societies.

We believe that everybody can be a catalyst of change, and we are ready to support them by strengthening their capacities and by amplifying their voices through advocacy and campaigns. Our networks reach out to civil society, governments as well as the justice chain. We are able to mobilise the right peer-to-peer expertise and build bridges to bring about the change we need.

The NHC office is located in heart of The Hague at the vibrant Nutshuis and has an international staff (about 25 people) working on three programmes: Human Rights Defence, Integrity and Accountability and Rights-Based Justice.

### ***Apply***

If you are interested, please send your resume and a motivation letter to [office@nhc.nl](mailto:office@nhc.nl). Please mention “Financial Manager” in the subject of your email. For inquiries, please contact Joeri Buhrer Tavanier (Executive Director) by calling +31 (0)70 392 67 00 or sending an e-mail to the above-mentioned address. We accept letters on a rolling base. Foreseen starting date is as soon as possible.