

# The EGI Foundation is looking for a Senior Finance Assistant

## Job summary

We are searching for a Senior Finance Assistant that will be involved in the daily administrative and financial support of the Organisation within the Finance and Administration Team of the EGI Foundation. The assistant will be responsible for the day-to-day finance management of the EGI Foundation including:

- Bookkeeping, updating financial records, processing invoices,
- Preparation of quarterly financial statements,
- Preparation of the year-end financial audit,
- Preparation of reports to support the Head of Finance and Projects,
- Preparation of cost statements in the context of European Commission funded projects managed by the EGI Foundation,
- Development and maintenance of internal financial procedures and handbooks.

## Job Purpose and Responsibilities

- Manage the Financial bookkeeping of the EGI Foundation and of projects,
- Manage debtors and creditors (from invoicing to payments),
- Manage expenses including consolidation of travel forms and reconciliation with payments,
- Administer employees' costs and consolidation and accrual of benefits, serving to calculate the estimate of individual full costs for reporting to the European Commission,
- Reconcile any discrepancies or errors identified in the monthly payroll,
- Review and audit financial statements and reports, ensure all calculations and data entries are correct,
- Prepare the annual audit and the balance with the support and supervision of the Head of Finance and Projects,
- Collect and enter data for various financial spreadsheets and for the purpose of facilitating purchase (monthly project overview),
- Perform cost analysis and deliver reports as requested by the Head of Finance and Projects,
- Provide assistance to suppliers, customers, employees and other administrative support as needed in matters regarding rules, policies and procedures of the EGI Foundation,
- Suggest changes or improvements to financial procedures.

## Relationships

The Senior Finance Assistant reports to the Head Finance and Projects and works closely with the Office Manager and the Project Management Team. S/he is the primary contact for finance and administration matters directly liaising with auditors, creditors and debtors.

## Essential requirements

This position is suited for an experienced professional, meeting the following personal and professional requirements:

- Associate degree in Accounting or a related field or equivalent work experience,
- Demonstrated experience in financial bookkeeping,

- Ability to communicate clearly and effectively in Dutch and English, both written and spoken,
- Excellent interpersonal skills and ability to work in a multicultural environment,
- Extremely detail oriented, thorough, and organized,
- Ability to prioritize and plan work activities as to use time efficiently,
- Excellent skills with tools of the Microsoft Office suite,
- Good IT skills,
- Good knowledge of European Financial and Administrative rules is a plus.

### **Offer**

- The position is offered for a period of one-year renewable upon satisfactory performance with a possibility for an open-ended position,
- This is a full-time (40 hours per week) position based in Amsterdam (an attractive relocation package is available). A Part time at 80% is possible,
- Depending on experience, for an employee working in Netherlands, gross salary for a full-time position will be in the range of € 3,717 to € 4,156 per month (corresponding to scale 4.4 to 4.8), with additional holiday (8% annual gross) and end of year (5% annual gross) bonuses,
- There is a company health and pension scheme to which both the employer and employee contribute and 31 days of leave,
- Part time employee's entitlements will be calculated on a pro rata basis of a full-time employee.

### **Equal opportunities**

The EGI Foundation is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

### **Process and timeline**

- Closing date for applications: 23 April 2021
- Online interviews: 26 April to 7 May 2021
- Expected starting date: asap no later than 1st June 2021

### **To apply**

To apply, we invite you to send us (by email, to [jobs@egi.eu](mailto:jobs@egi.eu)):

- A cover letter (in PDF format), explaining your motivations to apply and how you meet the requirements outlined above.
- A CV (in PDF format)

Incomplete applications will not be considered.

Thank you for your interest!