

Vulture Conservation Foundation – Job Specification-Description

Financial manager and administrative assistant

Job Title

Part-time (50%) financial manager and administrative assistant

Overall purpose of the job

To support the VCF director on all financial matters, and lead on the financial administration of several projects, including LIFE projects

Reporting to: VCF Director

Background

The VCF is the leading organisation on vulture conservation in Europe, and is now managing several large scale projects, including EU-funded LIFE projects, in many different countries in Europe. The VCF is a Dutch foundation with a legal seat in Holland, and an office in Switzerland, close to some of the alpine projects. The VCF project portfolio, activities and ambition has been steadily growing, as so has been its team. We are now looking for an ambitious and experienced financial manager to help us deliver our exciting projects and mission across the continent.

Main duties & responsibilities

- ✓ Day to day control of the VCF budget, maintaining budget sheets in close communication with the Director.
- ✓ Draft invoices and payment confirmation.
- ✓ Prepare budgets.
- ✓ Manage the VCF bank accounts, payment of invoices, expense claims, salaries, including production of salary slips and yearly salary costs.
- ✓ Analyse monthly financial reports and assist with financial reports by the end of the year.
- ✓ Provide financial management support on project work, including on several LIFE projects.
- ✓ LIFE financial management – coordination of time sheets, elaboration of financial reports on a quarterly basis.
- ✓ Overseeing the project cash flows, as well as the composite VCF cash flow.
- ✓ Communication with the external accountants to produce the yearly financial report.
- ✓ Administrative support in organising meetings and booking meetings.
- ✓ If qualifications are met, help with maintaining the homepage (incl. news items)

Education - Skills - Experience required:

- ✓ University degree level general education
- ✓ At least 3 years professional experience on financial management, notably working with double entry financial software and budget management, preferably with NGOs
- ✓ Previous experience on the financial management of LIFE projects highly preferred
- ✓ Good organizational and planning skills and an ability to adhere to deadlines
- ✓ Ability to determine and set work priorities, organise activities, meet deadlines and monitor projects in a flexible environment with, at times, little supervision
- ✓ Fluency in English – French desirable
- ✓ Able to travel 3-4 times a year

Job Location

Home-based, strong preference for Holland, other EU countries accepted.

Salary and benefits

1,000-1,250€/monthly net. Tax and social contributions met by VCF. Travel expenses also covered.

Documents requested:

CV plus cover letter, to be sent by the 18th April to recruitment@4vultures.org in one single pdf