



Finance Officer

The Wildlife Justice Commission (WJC): law enforcement and legal experts fighting wildlife crime.

Our mission is to disrupt and help dismantle organised transnational criminal networks trading in wildlife, timber and fish. We do this by collecting evidence and turning it into accountability.

Role title:	Finance Officer
Location:	The Hague
Reports to:	Chief Financial & Operations Officer
Salary:	Competitive for the non-profit sector

Role description

The Finance Officer provides support to the CFO&O in his day-to-day responsibility for managing and controlling all finance related activities of the organisation. This includes bookkeeping, financial administration, payroll administration, monthly reporting and preparing budgets for project proposals. Given the small size of the finance team, you will be expected to work in other fields after introduction and explanation.

The post requires a highly-organised, proactive and dynamic professional with a hands-on attitude. A degree in Finance/Accounting, affinity with bookkeeping systems and an excellent command of English are essential to the role. Experience with Exact online is an asset.

Responsibilities

- Being a key point of contact for other departments on financial and accounting matters;
- Working with CFO&O to prepare budgets for project proposals;
- Assisting with preparation of financial reports for internal and external purposes;
- Reporting irregularities in data to CFO&O;
- Supporting the CF&O with projects and financial tasks when required;
- Ensuring a smooth running of the financial activities.

Your profile

- Bachelor's degree in Finance, Accounting or relevant field;
- A minimum of 3 years' experience in a similar role;
- Good knowledge of financial and accounting procedures;
- Strong attention to detail and accuracy;
- Experience using financial software, preferably Exact online;
- Advanced MS Excel skills;
- Proficiency in English.





Wildlife Justice
Commission

We offer you

- A contract for 32 hours per week for a period of 12 months at our head office in The Hague, with the possibility of prolongation;
- An international environment, working in English;
- A competitive salary package depending on qualifications and experience;
- A number of paid holiday hours;
- A chance to make a real difference ensuring justice for wildlife.

Looking To Make A Difference for Wildlife?

Please e-mail your CV and motivation letter in English by email only to careers@wildlifejustice.org. No other documents will be accepted at this stage. Should you have any questions about this position, please email us at this address.

Please indicate Finance Officer in the email subject line.

Deadline to submit applications: 4 November 2019, 18h00 CET

Please note that only short-listed candidates will be contacted.

