



## Wildlife Justice Commission

Law enforcement and legal experts fighting transnational organised wildlife crime.

***The Wildlife Justice Commission is an innovative, young, mission-driven organisation, leveraging the rule of law and the power of investigation to stop the extinction of our wildlife. Our mission is to disrupt transnational organised wildlife crime by exposing criminal networks and the corruption that enables them to flourish, by convincing – or if need be, pressuring – governments to enforce the law.***

The Wildlife Justice Commission has been very successful in its recent start-up years and is growing quickly. To be able to support this worldwide growth, we have a fulltime position available for an experienced, enthusiastic, and well-rounded

## Senior Financial Controller/Administrator

Fulltime, 40 hours per week

### Position Overview

The Senior Financial Controller/Administrator is responsible for the registering and reporting of all finance-related activities of the organisation. This includes accounting, reporting on projects, and drafting the annual financial statement. The post requires a highly organised, proactive, and dynamic professional with a hands-on attitude. A degree in Accounting and an excellent command of English are essential to the role. Demonstrable experience with finance software such as Exact, AFAS, Cash or Twinfield is required. The Senior Financial Controller/ Administrator gives advice and reports to the Director of Finance and Services. The Finance and Services department is responsible for Finance, Human Resources, Office and IT management.

### Tasks and Responsibilities

- Responsible for daily accounting and proper registration of all financial data.
- Responsible for the smooth running of all financial activities and processes.
- Ensure proper functioning of the internal control systems of the finance department.
- Produce periodic financial reporting on projects and reporting on the organisation's finances.
- Create monthly forecasting on income, expenses and liquidity.
- Prepare the annual financial statement including all related documents.
- Facilitate the interim audit, the audit of the annual financial statement, and implementation of the audit recommendations.
- Serve as a key point of contact for other departments on financial and accounting matters.
- Prepare (project) budgets for donor proposals.
- Review the financial processes, identify areas to improve efficiency, and implement these improvements in discussion with Director of Finance and Services.
- Provide advice from a financial perspective to support the development of projects and the organisation.





- Support the Director of Finance and Services with various financial and administrative tasks when required.

### **Knowledge and Skills**

- Excellent knowledge and experience using accounting software, preferably Exact online.
- Good knowledge of international financial and accounting procedures and a good understanding of the RJ650 accountancy policy.
- Strong attention to detail and accuracy.
- Strong analytical and abstract thinking.
- Willingness to handle tasks outside the comfort zone.
- Good communication skills and the ability to work well with colleagues worldwide.
- Good general understanding of IT software and advanced MS Excel skills.
- Proficiency in English.

### **Education and Experience**

- Bachelor's degree in Accounting or Business Administration.
- At least 10 years' experience in a comparable role independently conducting complete financial administration.

### **We offer**

- A contract for 40 hours per week for a period of 12 months, with possible extension, at our office in The Hague.
- An international environment and working in English.
- Competitive employment conditions.
- A chance to make a difference.

### **Looking to make a difference for wildlife?**

Please email your CV and motivation letter in English by email only to [careers@wildlifejustice.org](mailto:careers@wildlifejustice.org). Only complete and suitable applications will be considered. Please indicate "Senior Financial Controller/Administrator" in the email subject line.

To support our objectives, the Wildlife Justice Commission employs staff of many nationalities, cultures, languages, and opinions. This international and diverse character is one of the core values of the organisation, and we therefore seek to sustain and strengthen this diversity, and to ensure equal opportunities as well as an inclusive working environment for our entire workforce.

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

