

Women's Initiatives for Gender Justice Finance & Administration Officer

The Organisation

The Women's Initiatives for Gender Justice is an international women's human rights organization based in The Hague, advocating for gender justice and working to ensure an effective and independent International Criminal Court (ICC).

The ICC is the first permanent international Court, mandated to bring to justice the individuals most responsible for committing serious and grave violations of international humanitarian law, specifically genocide, crimes against humanity and war crimes.

The Women's Initiatives for Gender Justice has offices in The Hague, Kampala and Kinshasa. The Finance and Administration Officer post is based in The Hague and is part of a small and highly motivated team.

Responsibilities

This position will perform the administrative and financial functions for the Women's Initiatives for Gender Justice.

Main Tasks

Financial

- Develop and maintain the financial systems for the organisation;
- Conduct the bookkeeping, banking, payments and financial records, for our co-ordinating office based in The Hague and our foreign based offices;
- Liaise with the Accountants for the production of monthly salaries and ensure payments are made;
- Manage our bank accounts, cash flow and maintain the petty cash system;
- Prepare quarterly financial management reports for the Executive Director
- Prepare financial reports for Board meetings and donors;
- Co-ordinate the annual audit of accounts and liaise with Auditors to ensure the process is efficient, thorough and timely;
- Assist in the development of the annual budget;
- Provide budget figures for the development of funding applications for donors;
- Provide advice to the Executive Director on internal control issues;
- Keep Donor Files up to date.

Administration

- Maintain an overview of our external contracts with service providers;
- Co-ordinate the efficient running of the office infrastructure including maintaining office systems and equipment;
- Co-ordinate the travel and accommodation bookings for staff and for Board meetings;

- Ensure organizational insurances are paid and provide the necessary coverage for the organization;

Profile

- Knowledge and sound financial experience with strong skills and a minimum of 7 years experience in financial management and bookkeeping;
- HBO level of bookkeeping skills required;
- Strong attention to detail and accuracy;
- Experience in developing budgets, preparing quarterly reports and end of year accounts;
- Excellent skills in oral and written English and Dutch, a good understanding of the French language is also an asset;
- Ability to work quickly and at a high level of productivity;
- Knowledge of tax and insurance laws is an asset;
- Preferably experience working with a non-profit organization;
- Strong communication skills and a team player;
- Excellent organizational skills and attention to detail;
- Flexible with the ability to multi-task and deal with a solid volume of information;
- Ability to work under-pressure, meet deadlines and prioritise work;
- Strong computer skills, experience with Small Business Server 2003, knowledge of office equipment maintenance, able to give support to other employees on the use of MS Office and MS Windows XP software
- A commitment to the goals of the Women's Initiatives for Gender Justice
- Strong commitment to contribute to the development of the organization
- Sound judgment and a mature approach to the professional work environment

Conditions

One (1) year full-time (40 Hours) contract; one month trial period. Start date as soon as possible. Competitive conditions and salary.

Please apply (in English) by 14 September 2009.

Please submit, in English:

- Your Curriculum Vitae
- A cover letter summarizing your interest in and suitability for the position, addressing the necessary tasks and experience
- The names and contact details of two referees.

Send to:

astrid.devries@iccwomen.org

No phone calls please. Only candidates selected for an interview will receive a reply to their application. For more information about the Women's Initiatives for Gender Justice go to www.iccwomen.org.