



Finance Accountant and Business Partner

Job details

Reports to	Chief Operating Officer (COO)
Responsible for	N/a
Purpose of job	To take lead responsibility for financial management of IIED Europe projects and support the COO in maintaining financial health of the organisation.
Main contacts	Internal: COO, Development Director, Policy Director, project teams, Management Board, Supervisory Board, External: Consultants, partners (individuals and organisations), contractors, suppliers and funders.
Contract type	4 years fixed (with scope to extend)
Hours	Part time, 30.4 hours per week (4 days)
Location	Amsterdam, Netherlands (must have right to work in the Netherlands)
Salary	€46,600 - €55,300 per annum depending on experience, pro rata plus benefits

Context

IIED Europe is an independent policy and research organisation based in the Netherlands. We work with international partners to generate and communicate compelling evidence on the greatest challenges facing people in Europe and the Majority World – including the impacts of European policies and actors. By connecting people, places and perspectives, we create an informed space for urgent, transformational and just responses to emerge.

Founded as a Stichting in 2020, IIED Europe has secured funding from the European Commission working in partnership with other organisations to support the resilience of 100 regions in Europe to become more climate resilient.

IIED Europe also hosts part of the [Green Economy Coalition](#), a network of organisations working to create structural reform to secure green and fair economies.

Based in Amsterdam in offices that back onto the Hortus Botanicas, this is a great opportunity for someone looking to help establish and grow a dynamic and ambitious values-driven start up with a strong portfolio of projects and established networks in sustainable development both in Europe and in the Majority World.

Main responsibilities

Project level finance and contract management (75%)

- Monitor progress against donor contracts, keep track of and act on contract milestones, compliance issues and reporting deadlines and work in collaboration with the project technical team and the project managers/coordinators for successful running of the project.
- Ensure project expenditure is within budget through quarterly review of expense versus budget and within contract period (to avoid loss of secure funds) and comply with donor requirements.

- Draft financial documents for donor reporting and support project managers with the preparation of technical reports
- Ensure compliance with funder contracts and develop and maintain systems for ongoing compliance.
- Assisting with procurement for project spend ensuing good practice is in place and adhered to
- Donor contact review and assisting with drafting sub contracts partners and consultants
- Manage the preparation and processing of donor, partner and consultant’s contracts.
- Draft reporting template for subcontractors - subgrantees and consultants.
- Liaise with donors and subcontractors in relation to contractual matters.
- Work with partners and subcontractors to develop capacity for financial reporting and donor compliance.
- Payment processing of invoices, payments to consultants, contractors and partners .
- Prepare documentation for funder due diligence, audits and financial reporting and be the main point of contact for all audits.

Finance management (15%)

- Assist the Development Director to prepare annual budget and forecasts.
- Undertake financial planning for the organisation (monitoring of staff cost coverage - secure and probable funded time, monitoring of budgeted vs actual income and expenditure, reserves)
- Maintain accounting system.
- Payment processing of payroll costs and non-project expenditure.
- Assisting with procurement for the organisation’s cost ensuing good practice is in place and adhered to
- Ensure financial policies are adhered to and help maintain and develop new policies as required.
- Produce monthly reporting and KPIs and proactively inform and advise the Development Director on potential issues and propose recommendations.
- Perform month end procedures (bank reconciliation, debtor and creditor ledger reconciliation, etc). perform year end procedures and produce annual financial statements and liaise with auditors.
- Liaise with payroll providers, Accountants and other suppliers.

Business development and fundraising (10%)

- Draft project proposal budgets in collaboration with project staff, confirming accuracy and completeness and meeting funder requirements, ensuring a comprehensive and realistic costing of the proposed activities.
- Carry out due diligence on prospective donors.
- Collate organisational documentation to support donor due diligence.
- Provide budget justification narrative support.
- Develop standard proposal templates as necessary.

Person specification

Skills and experience

	Essential	Desirable
Qualifications	Relevant financial qualifications (finance or accounting)	Project management or business administration
Knowledge	European Commission contracting regulations (for various departments, but particularly for Horizon Europe, Horizon 2020, Directorate-General for International Partnerships (DG INTPA) Reporting and audit requirements for EC funders.	Knowledge of other funding agencies
		Knowledge of Dutch payroll and tax regulation

	Development of metrics and financial health indicators	Leading and optimising strategic financial planning
	Advanced knowledge and experience of Microsoft Office Suite, e.g. Word, Excel, Outlook and PowerPoint, and the internet	
Experience	Experience of using common accounting software and setting up an accounting system	Experience of using Exact Online
	Experience in developing budget proposals and preparing financial reports for projects financed by donor organisations and managing a portfolio of complex, multi-layered budgets, monitoring of accounts, and procurements.	Experience of managing finances for a small startup organisation
	Experience of reviewing donor contracts and preparing subcontracts	
	Experience of assisting with audits	
	Experience of payroll processing	
	Experience of supporting busy individuals, frequently travelling or based at other locations.	Understanding of working within the voluntary sector and particularly in non-governmental organisations
	Experience of working with non-finance project staff on financial matters	
Skills	Excellent numeracy and analytical skills with strong attention to detail	
	Good oral and written communication skills with fluency in English and Dutch to convey messages in a clear, concise manner.	
	Ability to liaise with different partners, funders, stakeholders and audiences at various levels and remotely.	
	Ability to sustain a pro-active approach to problem-solving (managing and structuring a range of responsibilities without close supervision)	
	Positive, 'can do' 'how might we' attitude	
	Good personal organisational skills (working to deadlines and under pressure, prioritising workload, multi-tasking, and the ability to be adaptable and flexible in a challenging environment)	