BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION

Position: Financial & Accounting Officer
Team: Finance & Accounting
Reports to: Finance Manager
Based in: Netherlands (existing work permit required)
Date: November 2020

ABOUT THE BERNARD VAN LEER FOUNDATION

We believe that giving all children a good start in life is both the right thing to do and the best way to build healthy, peaceful, and creative societies.

We are an independent foundation working worldwide to inspire and inform large scale action to improve the health and wellbeing of babies, toddlers and the people who care for them. Our independence allows us to take risks on innovative ideas and bold leaders and make the kind of long-term, non-partisan commitment required to achieve and sustain large scale change.

THE POSITION

The Financial & Accounting Officer (FAO) has the responsibility for all financial, project, and salary administration. The FAO has a signal and control function in the scope of financial procedures within the organisation, including the accounting balances and the changes therein. The FAO provides management with steering information (both requested and on own initiative) with respect to the current, budgeted, and future financial position of the organisation.

PRINCIPAL RESPONSIBILITIES AND TASKS

- Responsible for carrying out, maintaining, and controlling the financial, project, and salary administrations;
- Provides management with monthly financial statements, balance sheet/profit & loss and quality checks;
- Provides reporting to management team (budget, YTD spending, projections etc.);
- Prepares the yearly financial statements and quality checks;
Prepares the yearly financial reports and audits;
Checks the financial parts of the board documents;
Provides professional support to other departments in all cases concerning “best practice” accounting regulations and filing requirements;
Identifies, drives, and delivers related special projects;
Investment accounting;
VAT reclamation;
Income tax filing on investment portfolio;
Monthly and annual reporting to DNB;
Board remuneration and expenses;
Non-marketable analysis (illiquid, outstanding commitments);
Monthly foreign currency revaluation;
Treasury management, bank account management, and foreign currency purchases;
Contribute to good stewardship of investments by providing good reporting and accurate accounting;
Continuously looks for ways to improve workflow, efficiency and streamline processes. The documentation of these processes is clear, complete, accurate, and up to date;
Any other request made by the Financial Manager;

PROFESSIONAL CONTACTS

Inside the Foundation: all staff.
Outside the Foundation: external auditor, various vendors, banks, insurance parties, pension and salary service providers.

QUALIFICATIONS, SKILLS AND COMPETENCIES

Qualifications, skills and experience:

- HBO or equivalent;
- At least 5 years of relevant working experience in reporting and/or audit and extensive bookkeeping/consolidation experience in a small professional organisation;
- Experience with accounting administration tools such as Exact Globe, FFDC, Twinfield;
- Experience with salary administration (AFAS, RAET etc.);
- Advanced knowledge of Excel (knowledge of Microsoft Power BI is advantageous);
- Analytical and problem-solving skills;
- Ability to work with tight deadlines in a demanding environment;
- Flexible and service orientated;
- Highly accurate and precise.
Organisational competencies:
- Teamwork;
- Learning ability;
- Result driven.

Job specific competencies:
- Discipline;
- Self organisation;
- Management control;
- Problem analysis.

APPLICATION
Please send your resume and motivational letter in English to fao_vacancy@bvleerf.nl before 23 November 2020.