BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION
Position: Finance and Accounting Officer
Team: Finance and Accounting
Reports to: Finance Manager
Based in: The Hague, the Netherlands
Start Date: Immediate
Salary range: from EUR 3000-3360 gross monthly salary excl. benefits

ABOUT THE BERNARD VAN LEER FOUNDATION
The Bernard van Leer Foundation is an independent Dutch organisation working worldwide to ensure that all babies and toddlers have a good start in life. We inspire and inform large-scale action that improves the health and wellbeing of young children – especially the most vulnerable – and the people who care for them.

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 team with monthly financial statements, balance sheet/profit & loss and quality checks
• Provides reporting to management team (e.g. budget, YTD spending, projections)
• 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

• At least MBO 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
• Working 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

Organizational competencies:
• Teamwork
• Learning ability
• Result-oriented

**Job specific competencies:**
• Discipline
• Self-Organization
• Management control
• Problem analysis

**APPLICATION**
If you would like to work for dynamic and international Foundation with a mission, please send your resume and motivation letter to workwithus@bvleerf.nl. Applications will be reviewed on a rolling basis.