BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION
Position: Finance and Investment Analyst
Team: (FIA) Finance, Investment and Accounting
Based in: The Hague, The Netherlands
Start Date: January 2022
Salary range: EUR 3630 – 5700 (excluding 13th month and vacation allowance)

ABOUT THE BERNARD VAN LEER FOUNDATION
The Foundation (est. 1949) is a Dutch philanthropic organisation committed to helping build a creative, fair and peaceful society where all children, families and communities can realise their full potential.

The Foundation has three main activities:
- Its flagship programme on early childhood development worldwide, which aims to inspire and inform large-scale action to improve the health and well-being of babies, toddlers and their caregivers.
- A smaller programme focused on democracy, pluralism and peace, which includes support to the Van Leer Jerusalem Institute (est. 1959) and the Jerusalem Film Center (est. 1974), both founded by the Van Leer family.
- The management of our endowment (+/- 835 million EUR) through which we fund our philanthropic activities and aim for a positive social impact by making investments aligned with our mission and programmes.

In addition, the Foundation engages in activities to develop and promote effective philanthropic practice and has recently launched a new pilot programme on the theme of Bridging Divides, which is focused on supporting leaders working to promote pluralism and peace in polarised societies.
THE POSITION
The Finance and Investment Analyst is part of the Finance and Accounting Team. The role will focus on three areas:

1. Investment portfolio analysis, monitoring and reporting
2. Investment and financial accounting
3. Compliance with investment, financial and accounting regulations

The role may also be assigned additional responsibilities related to investment, finance and accounting as required by their manager.

PRINCIPAL RESPONSIBILITIES AND TASKS

Investment portfolio analysis, monitoring and reporting
- Reviews incoming reports from public and private markets managers
- Conducts ongoing monitoring of portfolio exposures versus targets
- Provides monthly reports on portfolio exposures and performance
- Analyses portfolio exposures against target allocations and recommends trades for monthly re-balancing
- Prepares paperwork for approval of investments and redemptions
- Conducts analysis on potential new investments
- Supports the preparation of board and committee documents
- Conducts other financial analysis and forecasting as needed

Investment and financial accounting
- Ensures portfolio records, data, and statistics are maintained and easily accessible to the full team
- Prepares yearly financial reports
- Processes monthly foreign currency revaluations
- Pro-actively engages as part of team in annual external audits

Compliance with investment, financial and accounting regulations
- Provides monthly, quarterly and annual reporting to Dutch National Bank
- Maintains appropriate records for requirements related to relevant regulations (e.g. KYC, AML, tax status, ANBI status)
- Stays abreast of new investment, financial and accounting regulations and recommending steps required to fulfil them

PROFFESIONAL CONTACTS

Inside the Foundation: FIA, CFO, Programme Manager Innovation and Learning
Outside the Foundation: Auditors, External Consultants

QUALIFICATIONS, SKILLS AND COMPETENCIES

Qualifications, skills and experience:

bernardvanleer.org
- CFA or other investment certification
- Up to two years relevant industry experience, ideally acquired in accounting or investment management environment
- Knowledge of ESG and PE is an advantage
- Must be degree educated and have strong financial skills. The applicant would ideally have a relevant accounting, economics, finance, or real estate qualification
- Experience with accounting administration tools such as Exact Globe, FFDC, Twinfield or other
- Excellent communication skills, both verbally and in writing. Fluency in English is required, fluency in Dutch is an advantage.
- Good understanding of financial modelling with a high level of proficiency in Excel (knowledge of Microsoft Power BI is advantageous)
- Willingness to contribute to, or own, ad hoc projects outside the accounting and finance remit
- 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:
- Attention to detail
- Discipline
- Self-organisation
- Problem analysis
- Management control

APPLICATION

Please send your resume and motivational letter in English to FIA_vacancy@bvleerf.nl before 7 February 2022.