

Vacancy: Finance and Administration Associate

Women's Initiatives for Gender Justice (WIGJ) is an international women's rights organisation that advocates for gender justice through the International Criminal Court (ICC) and other justice mechanisms, as well as for accountability for sexual and gender-based crimes within international and national criminal procedures.

Women's Initiatives is the interim host of the Coalition for the International Criminal Court (CICC) secretariat. The CICC is a global civil society network of member organizations that led the campaign to set up the ICC and monitor its current work, ranging from community and grassroots groups in 150 countries to prominent international human rights non-governmental organizations.

The position will provide an excellent opportunity to gain exposure to the work of the Women's Initiatives and of the CICC, and to gain experience working in a non-profit organization operating in the international justice field.

Tasks and activities

The Finance and Administration Associate will provide support to both the WIGJ and CICC teams. Primary responsibilities include:

- Bookkeeping: leading in the preparation of monthly finances, including by collecting invoices and bank statements, making and processing payments, preparing monthly reports and liaising with the external accountant;
- Financial grant management: allocating costs in accordance with available funds under various grants; maintaining an overview of all income and expenses; keeping track of grant related deadlines; drafting financial reports for donors; assisting in developing budgets for proposals;
- Coordinating with external service providers: Taking the lead in liaising with service providers, especially finance-related providers; and
- General administrative support: assisting with logistics for events and meetings, taking notes, checking the general office mail and forwarding to relevant staff, compiling records, updating databases and others on a needs basis.

Requirements

- Highly detail oriented;
- Pro-active, flexible, able to work independently in a small and dedicated team;
- Able to meet deadlines and effectively manage multiple priorities in a busy work environment;
- Outstanding problem-solving skills;
- Strong verbal and written communication;
- Proficiency in English, the working language of Women's Initiatives for Gender Justice;
- High level of computer proficiency; and
- Affinity with the values and mandate of Women's Initiatives for Gender Justice.

Conditions

- This is an entry-level or junior position;
- 32 to 38 hours per week; 1-year contract under Dutch law; 5 weeks paid leave;
- Remuneration will be in the range of 30,000 – 36,000 EUR gross per year on a full-time basis;
- The ideal start date would be 1 May 2023 or in agreement with the successful candidate;
- Work is to be carried out in The Hague, The Netherlands, with (partial) remote work possible.

How to apply

Please send (1) a curriculum vitae, (2) a cover letter describing your relevant experience, suitability for the post and availability, and (3) contact information for two references.

Apply via email to hr@4genderjustice.org with the subject line 'Finance and Administration Associate.'

The deadline for applications is **14 April 2023, 12:00 CET** (The Hague).

Women's Initiatives for Gender Justice is committed to creating a diverse environment. Applications are accepted without distinction on any grounds of age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, gender or sexual orientation.

For any questions regarding this position, do not hesitate to contact Alix Vuillemin, Advocacy Director, at alix.vuillemin@4genderjustice.org.