

Vacancy: Finance and Administration Assistant

Closing date: 18 January 2024. Applications will be reviewed on a rolling basis.

Type: Part-time, junior/entry-level position

Location: The Hague (The Netherlands) preferred, with (partial) remote work possible.

Contract: 16-24 hours a week, in agreement with the successful candidate. Six-month employment contract under Dutch Labour Law, with the possibility of extension.

Starting date: 1 February 2024 or in agreement with the successful candidate.

Remuneration range: 15,000 to 22,000 EUR Gross per year (based on part-time contract) commensurate with the candidate's experience, plus pension and holiday premiums.

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 organisations 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 organisations.

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 assistant will work directly with the Finance Officer in providing support to both the WIGJ and CICC teams. Primary responsibilities include:

- **Bookkeeping:** assist with the end of the month closing, allocation of invoices to different projects, and monthly report to the WIGJ and CICC Directors.
- **Contact with suppliers:** follow up on reconciliations, clarification of invoices, follow up with missing invoices, search for new suppliers, keep contact information updated.
- **Assistance Automatization of finance procedures:** research of new tools or AI-based open sources, automatisisation of payments, set up direct SEPA for recurrent suppliers.
- **Procurement:** follow up on purchase orders, travel requests and office supplies.
- **HR:** assist on the setting up of a new HR platform, onboard new staff, tracking staff holiday, reviewing payroll payments, drafting staff consultancy, and internship contracts. Apply, review and improve HR policies and salary ranges.

Requirements

- Affinity with the values and mandate of Women's Initiatives for Gender Justice;
- Highly detail oriented;
- Pro-active, flexible, able to work independently in a small and dedicated team;
- Proficiency in English, the working language of Women's Initiatives for Gender Justice;
- Any affinity with accounting (ACCA, CIMA) will be considered an asset.

How to apply

WOMEN'S INITIATIVES FOR GENDER JUSTICE



Please send (1) a curriculum vitae, (2) a one-page cover letter describing your 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 Assistant.'

The deadline for applications is **18 January 2024, 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.

Any questions regarding the position can be sent to hr@4genderjustice.org.

Only shortlisted candidates will be contacted for an interview.

Thank you.