

Vacancy - Finance Officer

Contract: 32 to 38 hours per week, 1-year contract under Dutch law

Type: early to mid-career

Location: WIGJ's office in The Hague, The Netherlands, or remote.

Starting date: November (or December) 2024, in consultation with successful candidate.

Remuneration range: 4200-4400 EUR *gross* per month.

Application deadline: 16 October 2024. Applications will be reviewed on a rolling basis.

Background:

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 serves as 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.

Role overview:

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

1. Bookkeeping & Financial Reporting

- Lead monthly bookkeeping and financial processes, including purchase accounting and invoice management.
- Ensure accurate payments, procurement protocol adherence, and payroll processing (in three jurisdictions: the Netherlands, Belgium, and United States (States of New York and Montana)).
- Prepare internal financial reports and liaise with external accountants and financial analytics partner.
- Coordinate and monitor Annual Accounts and provide financial governance improvements.
- Supervise and guide the Finance Administrator.

2. Financial Grant Management

- Allocate costs per grant requirements and maintain an overview of income, expenses, and budget.
- Ensure compliance with donor requirements and communicate funding deficits or surpluses.
- Draft financial reports for donors and create budget templates for new grants.

- Support budget development for proposals and assist with budget drafts.
- 3. External Service Provider Coordination**
- Oversee contracts, payments and relationships with service providers including payroll, accounting, office services, banking, but also finances related to IT.
- 4. Administration & Human Resources (HR) Support**
- Assist in developing the annual organizational budget.
 - Oversee payroll payments.
 - Monitor staff timesheets and allocations.
 - Lead on the recruitment of new Finance team members.
 - Communicate financial matters with the WIGJ Board.
 - Provide general administrative and logistical support for events, meetings, and team operations, including managing staff travel and event-related budgets and expenses.

Qualifications:

- Prior and demonstrated experience in a similar role;
- Highly detail oriented;
- Pro-active, flexible, and independent;
- Strong verbal and written communication in English;
- High level of computer proficiency;
- Affinity with the values and mandate of Women's Initiatives for Gender Justice.

What we offer:

- **Healthy Working Conditions:** We pride ourselves on our work culture. This includes actively supporting a healthy work-life balance and accommodating different working styles and hours, as well as a generous paid leave package;
- **Professional Growth Opportunities:** We are committed to your development, offering access to mentorship and opportunities to build your skills and advance your career.
- **Inclusive and Collaborative Culture:** We believe in creating an inclusive environment where diverse perspectives are valued. You'll be part of a collaborative team.
- **Impactful Work:** Join us in making a difference by supporting global efforts in gender justice, human rights, and accountability for sexual and gender-based crimes.

How to apply:

Please send the following by 16 October 2024, 13:00 CET (The Hague time)

- A curriculum vitae;
- A one-page cover letter describing your relevant experience and suitability for the post; and
- Names and contact details of two references.

Apply via email to hr@4genderjustice.org with the subject line: Finance Officer.

WOMEN'S INITIATIVES FOR GENDER JUSTICE

Feel free to consult our [Guide to Structuring CVs, Cover Letter and References](#) for advice on drafting your application.

Women's Initiatives for Gender Justice is committed to creating a diverse environment. Applications are accepted without distinction on any grounds

Short-listed individuals will be invited for an interview.

Thank you for your interest.