

The Netherlands Helsinki Committee is looking for an enthusiastic

### **All-round Controller (32-36 hours)**

Imagine that your work contributes to a more just world in which human rights are respected. Your work streamlines the finances of the organisation, so that your colleagues can focus on supporting catalysts of change and strengthening human rights and rule of law in wider Europe.

#### ***Who are you?***

You are eager to contribute to making the world a better place. It is in your nature to work with accuracy. With your knowledge of financial policies and procedures, you know how to support reaching the strategic goals and objectives of the organisation. You are highly motivated to support colleagues with the right financial information and advice, and you understand the importance of adhering to donor guidelines. You are familiar with Dutch accounting rules and feel at ease in an international environment where English is the main language.

#### ***Tasks and responsibilities***

You are responsible for the process of planning, organising, controlling and monitoring of the financial resources to help achieve the organisational goals and objectives. You work closely with the Executive Director on this. You bring professional financial management to the wider organisation and work closely with the three Programme Managers on handling budgets, creating external reports to institutional donors and internal control. You are supported by a Finance Officer who is focusing on bookkeeping and project administration.

The main tasks and responsibilities are:

- Providing financial information and advice to the board and management;
- Ensuring that all transactions are properly accounted for and the financial systems are maintained, following all current procedures and controls;
- Managing of the planning & control cycle;
- Actively contributing to the implementation of a new financial project administration;
- Ensuring the continuous development of management information systems, administrative systems, practices and procedures according to the needs of the organisation;
- Monitoring the financial position, overview and results on organisational and programme level;
- Developing, in collaboration with program staff, budgets for new project proposals and financial reports, in line with internal priorities and donor guidelines;
- Ensuring motivational guidance and support to personal development of the Finance Officer.

#### ***Required qualifications and skills***

You have the following qualities and experience:

- HBO/HBO+ work and thinking level with a degree in (Financial) Management, Business Administration or Controlling;
- Knowledge of the field of finance and a minimum of 5-years' experience with the accounting structure and planning and control principles of organisations;
- Experience of working in an international non-governmental organisation would be an asset;
- Strong oral and written skills in both Dutch and English language;
- Proven experience with financial donor reporting and donor requirements, experience with EU-funded project would be an asset;
- Eager to support, mentor and advise colleagues on financial issues;
- Analytical, structured and strong planning skills, cost-conscious and result-driven;
- Knowledge of Exact Online would be an asset.

The NHC is an equal opportunities employer and committed to building a culturally diverse staff. We promote diversity and belonging in everything we do and we invite in particular candidates with backgrounds that are currently under-represented in the human rights movement to apply.

### ***We offer***

- A salary based on qualifications and experience, between € 4.515 and € 5.050 gross per month (based on a full-time position);
- Annual indexation for inflation and automatic extra salary step;
- The NHC offers an 8% holiday pay and 1.5% end-of-year bonus;
- Employees are included in the collective pension scheme;
- This position is initially for one year, with the possibility of extension.

### ***About the NHC***

The Netherlands Helsinki Committee is a growing non-governmental organisation that promotes human rights, the rule of law and justice in all countries of wider Europe, including Eastern Europe, Western Balkans, Caucasus and Central Asia as well as the European Union. Building on our track record of 35 years, we consider it to be our mission to inspire, engage and support catalysts of change in building just and rights-respecting societies.

We believe that everybody can be a catalyst of change, and we are ready to support them by strengthening their capacities and by amplifying their voices through advocacy and campaigns. Our networks reach out to civil society, governments as well as the justice chain. We are able to mobilise the right peer-to-peer expertise and build bridges to bring about the change we need.

The NHC office is located in heart of The Hague at the vibrant Nutshuis and has an international staff (about 25 people) working on three programmes: Human Rights Defence, Integrity and Accountability and Rights-Based Justice.

### ***Apply***

If you are interested, please send your resume and a motivation letter to [office@nhc.nl](mailto:office@nhc.nl). Please mention "All-round controller" in the subject of your email. For inquiries, please contact Joeri Buhrer Tavanier (Acting Executive Director) by calling +31 (0)70 392 67 00 or sending an e-mail to the above-mentioned address. We accept letters on a rolling base. Foreseen starting date is as soon as possible.