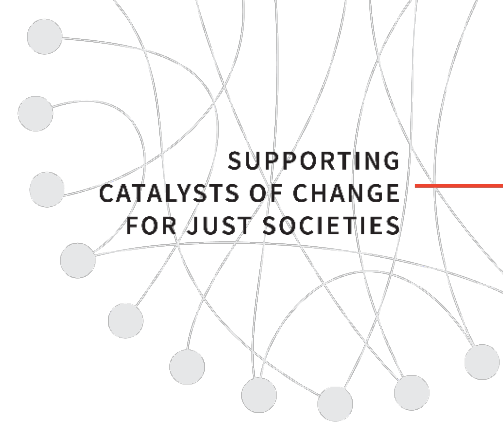




**NETHERLANDS
HELSINKI
COMMITTEE**



**SUPPORTING
CATALYSTS OF CHANGE
FOR JUST SOCIETIES**

The Netherlands Helsinki Committee is looking for an enthusiastic

Financial (Project) Controller (24-32 hours)

We are seeking an experienced Financial Controller to further streamline our organisational finances, so that your colleagues can focus on strengthening human rights and rule of law in wider Europe.

Who are you?

It is in your nature to work with accuracy. With your knowledge of financial policies and procedures, you know how to support reaching our strategic goals and objectives. 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 financial resources to help achieve our goals and objectives. You work closely with the Financial Officer and the Executive Director on this. You bring professional financial management to the wider organisation and work closely with the Programmes, designing and handling budgets, tracking budget depletion, creating external financial reports to institutional donors and internal control. You are supported by a Financial Officer who is mostly focusing on bookkeeping and project administration.

The main tasks and responsibilities are:

- Preparing budgets for projects proposals for donors and analysing donor requirements;
- Advising and supporting the project teams, budget holders and other stakeholders in the financial development, recording, monitoring and execution of projects;
- Monitoring financial performance and identifying potential problems, ensuring financial control is maintained.
- Preparing and presenting the annual financial plan and budget, quarterly financial report(s) to the Supervisory Board and monthly financial report(s) to the Management Team;
- Liaising with our external accountants and ensuring sign off on end of year financial accounts;

- Working closely with Financial Officer, who ensures that all transactions are properly accounted for and the financial systems are maintained, following all current procedures and controls;
- Ensuring the continuous development of management information systems, administrative systems, practices and procedures according to the needs of the organisation;
- Support the further development and professionalisation of our organization.

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, or related;
- Strong financial expertise and experience in budgeting, financial control and reporting;
- Proven experience in finance and operations management, preferably within the nonprofit sector;
- Knowledge of English and Dutch;
- Experience of working in an international non-governmental organisation would be an asset;
- Proven experience with financial donor reporting and donor requirements, experience with EU-funded projects would be an asset;
- Eager to support, mentor and advise colleagues on financial issues to continuously help to make the organisation better;
- 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 € 3.928 and € 5.080 gross per month (based on a full-time/36hrs position);
- The NHC offers an 8% holiday pay and 1.5% end of year bonus;
- Reimbursement of commuting expenses within 60 km radius ('as the crows fly');
- Employees are included in the collective pension scheme;
- This position is initially for one year, with the possibility of extension;
- There is a possibility to increase number of working hours, upon mutual agreement;
- Hybrid working max 50% of contract hours.

Important note: Candidates must have a residency permit, work visa, or be a citizen of a European Union country to be able to work in the Netherlands. Candidates should be able to come to the office in-person approx. two days a week, and have a suitable remote working arrangement.

About the NHC

The Netherlands Helsinki Committee is a 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.

The NHC office is located in heart of The Hague at the vibrant Nutshuis and has an international staff of about 20 people working on three programmes: Human Rights Defence, Integrity and Accountability and Rights-Based Justice. We are a dedicated, friendly team that thrives in an informal atmosphere where curiosity, collaboration, and continuous learning are at the heart of how we work. We value each other's diverse perspectives, come from a range of cultural backgrounds, and are eager to grow together, both as professionals and as a team.

Apply

If you are interested, please send your resume and a motivation letter to office@nhc.nl. Please mention "Financial Controller" in the subject of your email. For inquiries, please contact Joeri Buhner Tavanier (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.