Job title: **Business Support Officer**

Salary : **€30,0000-€36,000**

Status : **Employment contract**

Term : **Full time: One-year fixed term with the possibility of extension (funding dependent)**

Location : **Home based in the Netherlands**

Overview:

The Capitals Coalition is a global collaboration transforming the way decisions are made by including the value provided by nature, people, and society. Our ambition is that by 2030 the majority of business, finance and government will include all capitals in their decision making, and that this will deliver a fairer, just and more sustainable world. We are at an exciting time in our history, having united the global natural capital and social and human capital communities in 2020. In 2021, we launched a new online platform, The Community, and new website to support our growing, global community.

We are now looking for a **Business Support Officer** for this next stage in our development.

They should be a dynamic, and proactive individual, with a strong 'can-do' mentality. They should be practical, organized, enjoy working independently and operating with a high level of autonomy.

They will join our small Operations team, consisting of the Operations Director, Operations Manager and Executive Assistant to the CEO, helping to ensure that the organization runs efficiently and effectively and can deliver on its ambition.

They will support the team in projects, people, finances, policies, and systems, contributing to operations running smoothly across the Coalition. Through this role they will have the opportunity to contribute to making a real difference bringing about meaningful and lasting change in the world.

The Capitals Coalition offers a range of benefits including pension, sick pay, and flexible working. All staff at the Coalition provide their own IT equipment including laptop and phone and the Coalition offers an annual Bring Your Own Device allowance.

Key responsibilities:

Finance (50%)

- Process invoices to and from the Coalition and maintain accurate records of all payments and invoices in the online filing system.
- Raise invoices (mainly the voluntary contributions to the Coalition) and chase up any overdue payments.
- Support the preparation (collating information) of quarterly reports for tax and other purposes.
- Support the team with preparing the annual financial accounts.
- Support the team with preparing annual external audit processes and requirements.
- Support with contracting review and administration according to our internal procedures.

Human Resources (25%)

- Recruitment: dealing with administrative aspects of the recruitment process.
- Onboarding new staff and carrying out the leavers process for employees and interns.
- Processing of sickness reporting and annual leave and maintaining up to date staff information.
- Organizational support and development to the team, e.g., regards online tools and infrastructure support.

Relationship Management and Team Support: (20%)

- Database update and development support including data extraction and analysis as required, e.g., Capsule, Trello, Slack, Sharepoint, Hivebrite.
- Management of general email inbox(es).
- Go-to-colleague for staff queries on IT and support for team collaboration (Trello, Slack, SharePoint).

Other (5%)

- Contribute to supporting international events (on and offline), organized by the Coalition.
- Organizing staff training, team sessions and activities.
- Researching and making recommendations on systems and other improvements to Coalition working practices as and when required.
- Carrying out other ad-hoc administrative work as needed.

What do we ask?

Technical Capabilities and Personal Skills

- Experience and/or understanding of operations in a busy non-profit or commercial environment.
- Comfortable with a degree of autonomy and independent working while also ready to ask for help when needed.
- Collaborative way of working that is open, inclusive, and respectful.
- Excellent communication skills (written and oral) and fluent in English.
- Excellent numeracy skills including the ability to manage complex spreadsheets.
- Meticulous attention to detail
- Solid knowledge of office procedures, with proven experience in Finance and/or HR related topics or the willingness and ability to learn.
- Experience with office management software (MS Office, Slack, Trello a.o).
- Personable, engaging, and able to work with people across cultures and backgrounds.
- Comfortable working primarily from home and collaborating with colleagues online.
- Active interest in current environment and development matters.

How to apply

Please request an **application form** and send completed application forms (in MS word, do not convert to PDF) to info@capitalscoalition.org by **12 noon (CET) on Friday 19th November**. Interviews are planned for **Wednesday 1st December**. Please state the role in the subject line and kindly note that only short-listed candidates will be contacted.

For any queries about the role please contact info@capitalscoalition.org.

The Coalition consists of organizations from all around the world and with people of different gender, race, age, religion, sexual orientation, physical ability, geography, political affiliation, and country of origin, and as much as possible we want this to be reflected in our team. We are committed to promoting a diverse and inclusive community and we welcome applications from all backgrounds.