



- Job title:** Finance Officer
- Grade:** EUR 28,500-EUR 32,000 | GBP 25,000-GBP 28,000
- Status:** Fixed term contract: 1-year initial contract with the possibility to extend
- Term:** Full time | 37.5 hours per week
- Location:** Home based in the UK or the Netherlands
- Start Date:** May 2023

*Do you enjoy working on your own initiative while also being part of a positive and supportive team? Would you like to work in an organization that sits at the heart of an extensive global network driving transformational change to reduce inequality, tackle climate change and protect our natural world? Then we would like to hear from you.*

**Capitals Coalition** is a purpose driven global collaboration transforming the way decisions are made by including the value provided by nature, people and society.

The Coalition is looking for a dynamic finance administrator with hands-on experience to join our team as a **Finance Officer**. You will work closely with a small team of skilled, operations colleagues to make sure that all aspects of financial management are delivered timely and accurately. You will also work collaboratively with colleagues across the organization to ensure compliance with Capitals Coalition's internal policies and procedures as well as donor regulations. We are a growing organization, and this is a new role offering the successful candidate a unique opportunity to grow with the organization.

If you have a strong 'can-do' attitude, great financial and organizational skills, can work independently, and thrive with a varied workload – then this role is for you. If you're dynamic with great interpersonal skills and believe the decisions we make need to include nature and people – then we want to hear from you!

## **KEY RESPONSIBILITIES**

### **Financial administration**

- Ensure that grant financial information is accurate, up to date and aligns with the technical deliverables of projects;
- Ensure that costs are allocated to the correct ledger accounts, projects and donors;
- Ensure that all transactions are properly accounted for, process all incoming invoices, ensure the correct coding, and prepare payments;
- Assist in the audit of the annual accounts;
- Support the maintenance of accounting records and documentation;
- Develop improvements in the finance system, as necessary;
- Undertake ad-hoc administrative, communications and development tasks as required by the team.

### **Grant administration**

- Assist in the development of restricted grant budgets, project planning and reporting for donors;
- Assist in the preparation of organizational budgets and accounts (quarterly reports and annual accounts);



- Support the team in developing tenders, budgets and making financial decisions about program budgets;
- Provide financial information as requested and respond to a range of financial queries;
- Liaise regularly with internal budget holders;
- Contribute to developing strong, effective relationships with grant partners and funders including through setting up meetings with grant stakeholders.

## **SKILLS AND KNOWLEDGE**

### **Essential**

- Experience in the principles and practices of financial management in a medium sized (non-profit) organization;
- Experience in interpreting and implementing donor/client contract financial requirements;
- Excellent working knowledge of Excel;
- Experience with online financial software (e.g., Exact) is desirable;
- Excellent literacy, numeracy and IT skills, including data manipulation;
- Comfortable with a high degree of autonomy and independent working (home based) and a proven ability to self-motivate and take the initiative;
- Collaborative, personable, engaging and able to work with people from all cultures and backgrounds;
- Proven ability to present complex information in a concise and compelling way;
- Proven ability to plan work effectively, deliver on tight deadlines and manage competing demands;
- Excellent verbal and written communication skills in Dutch and English;
- High levels of attention to detail and accuracy.

### **Desirable**

- Experience in managing and knowledge of reporting on restricted grants from a variety of donors including state sector grants, EU grants and private trust donors or the willingness to learn;

## **HOW TO APPLY**

We are looking for a colleague to work with us full-time (37.5 hours p/w) as soon as possible. The successful candidate **must be based in and eligible to work in the UK or the Netherlands**. Capitals Coalition offers a range of benefits alongside a competitive salary and a great place to work, including pension, enhanced sick pay, and flexible working. All staff at the Coalition provide their own IT equipment, including laptop and phone; the Coalition offers an annual Bring Your Own Device allowance.

To express your interest, please send a completed application form (*do not convert it to PDF*) to [info@capitalscoalition.org](mailto:info@capitalscoalition.org) by **11am GMT/12 noon CET on Friday 7<sup>th</sup> of April 2023**.

Please state the role in the subject line and kindly note that only short-listed candidates will be contacted.

First round interviews are planned for **Monday 17<sup>th</sup> and Wednesday 19<sup>th</sup> of April 2023**.

For any queries about the role please contact [info@capitalscoalition.org](mailto:info@capitalscoalition.org)



**CAPITALS  
COALITION**

*The Coalition consists of organizations from all around the world and with people of different gender, race, age, religion, sexual orientations, physical abilities, 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.*