BankTrack is the international tracking, campaigning and NGO support organisation targeting private sector commercial banks and the activities they finance. We challenge banks globally to act on preventing catastrophic climate change, protecting nature, avoiding an ‘era of pandemics’, and ending human rights violations. We are based in Nijmegen, the Netherlands and work with partners the world over.

To strengthen our internal organisation, BankTrack is now looking for a Finance & Operations Administrator that will take good care of our financial management and our internal processes, while also supporting our campaigners in dealing with documents and data.

Role and responsibilities

As our administrator you will be responsible for a wide range of internal processes that are all crucial for the effective functioning of our organisation. These include:

- **Financial management**: reviewing reimbursements requests, paying bills, updating payments in our bookkeeping system, preparing our books and annual financial report for audit.
- **Salary management**: process salaries, cooperate with salary administrator and pension/insurance consultant, maintain all staff related administration.
- **Document management**: oversee proper storing of documents in our document management system, keep track of and file correspondence with banks and funders, prepare contracts, prepare mailings etc.
- **Address database management**: maintain and actively expand our database of bank contacts, expand subscription to our mailing lists.
- **Funders database management**: maintain and update our database of potential funders, keep track of deadlines.
- **Dataset management**: assist our campaigners in building and maintaining datasets on our internal management system (Monday.com) and on our website.

Requirements

Our ideal candidate is a very organised and punctual person, with a keen eye for detail, that loves to bring order and system into situations. They wish to contribute to BankTrack’s campaigning mission by ensuring that our internal systems are highly organised and efficient. Candidates therefore:

- Must have a good command of English, our working language, as well as Dutch.
- Must be highly organised, with a keen eye for detail.
- Can point to at least two years of proven work experience in a role relevant for this position.
- Have experience in working with datasets (Address databases, research findings) and relevant programmes (Excel etc.).
- Ideally, have previous experience with bookkeeping programmes such as AccountView.

**We offer:**

- A fun and challenging position in a well-known organisation determined on making a real difference to the banking sector globally.
- A position that you can fulfil from home or from our office in Nijmegen, as fits you best.
- An assignment of 24h per week, with flexible working hours if needed.
- An initial contract for 6 months, but with funds already reserved to proceed if your performance is as excellent as we seek.
- Salary indication: gross wage 2,300-2,600 euro per month on a full-time basis (36 hpw), depending on relevant formal work experience, plus an additional 8% annual holiday allowance.
- Inclusion in our pension scheme and other fringe benefits.

**Location and team**

As our administrator, you will join our team of currently 10 people (excluding volunteers/interns), which is planned to grow to 12-14 in 2023. You will report directly to the Director.

BankTrack is based in Nijmegen, the Netherlands. We seek someone that is also based in the Netherlands within reasonable commuting distance (2 hours) as some of the work needs to be conducted at our office (roughly 2 times per month), but most of your work can be conducted online.

**Interested? Here’s how to apply**

The deadline to apply is **Sunday September 11, 2022**. Job interviews are scheduled for the week of September 19-25, with the position starting on October 1st, or as soon as possible thereafter.

To apply for this position, please proceed to [this form](#) and fill in all required fields. Also attach a recent CV. Note that other forms of applying will **not** be accepted.

**Important:** BankTrack can only employ citizens of the European Union, or non-EU citizens already residing in the Netherlands and already in possession of a valid work permit. Please refrain from applying if you are not in these categories.

**BankTrack actively seeks to strengthen the diversity within our current team.** Candidates that will strengthen this diversity, whether through race, nationality, ethnicity, age, gender, sexual orientation, or class, are therefore strongly encouraged to apply.

**BankTrack - Vismarkt 15**
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