

# BANKTRACK

## BankTrack is looking for a Finance Administrator

(16 HOURS PER WEEK)

**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 Administrator that will take good care of our financial management and our salary administration.

### Role and responsibilities

As our finance administrator you will be responsible for:

- **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.
- **Budget management:** support our director in the development of project- and annual work budgets and see to it that we stick to them.

### Requirements

Our ideal candidate is a very organised and punctual person that wishes to contribute to BankTrack's campaigning mission by ensuring that our financial administration is in solid shape. Candidates therefore:

- Must have a good command of both English, our working language, **and** Dutch, to be able to deal with our staff admin.
- Must be highly organised, with a keen eye for detail.
- Can point to at least two years of proven work experience in a role directly relevant for this position.
- Ideally, have previous experience with bookkeeping programmes such as AccountView, but are otherwise ready and able to learn how to use this programme.

### 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 16h per week, with flexible working hours if needed. There is a possibility to expand the job to 20 hours per week if candidate is able to take on additional tasks in the field of fundraising.

- An initial contract for 6 months, but with funds 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 finance 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 once a month). This said, most of your work can be conducted online from home.

## Interested? Here's how to apply

The deadline to apply is **December 11, 2023**. Job interviews are scheduled for the week of December 16-17, with the position starting in January 2023.

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.**

Applicants that wish to fulfil this role on a consultant basis are also encouraged to apply.

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