



## **BankTrack is looking for a Finance and Operations Manager**

**Netherlands based, 24-32 hours per week**

**BankTrack is the international tracking, campaigning and NGO support organisation targeting private sector commercial banks and controversial activities they finance. We challenge banks globally to act urgently and decisively on the accelerating climate crisis, the ongoing destruction of nature, the risk of ever more pandemics, and the widespread violation of human rights.**

BankTrack is looking for an experienced, well-organised and practical person to conduct our financial management and manage our everyday operations.

### **Role and responsibilities**

#### **You will manage our finances by:**

- Taking care of all incoming and outgoing financial transactions
- Handling internal reimbursements
- Recording financial transactions in our bookkeeping system
- Preparing cash flow projections and managing sound liquidity levels
- Co-developing the annual organisational budget and specific project/funder budgets
- Overseeing compliance with organisational and funder/project budgets
- Co-preparing our annual financial report
- Overseeing the auditing of our annual financial report

#### **You will manage our operations by:**

- Organising the hiring processes for new staff, including interns
- Managing administration for hiring new staff and consultants
- Ensuring compliance of all hiring with relevant labour laws in the Netherlands and other locations where staff are based
- Managing the administration of staff sick leave
- Maintaining our Monday.com based management tools and processes
- Developing and implementing internal work processes and arrangements
- Maintaining our tools and systems for effective management of existing grants
- Maintaining our tools and systems for identifying new funding opportunities

\* It is our preference that you will cover all aspects of this position, for 32 hours per week. Should you only be available for 24 hours per week, we seek you to cover our financial management and selected additional operational tasks.

## The person we are looking for

We are looking for someone that *ideally*:

- Has a strong affinity with the mission of BankTrack as a campaigning organisation, and takes pride in supporting our work by strengthening our organisation
- Is *fluent* in English, both speaking and writing, this being our working language
- Has professional experience as bookkeeper, HR manager, operations manager, and/or other directly relevant work, preferably in the NGO sector
- Has experience with bookkeeping programmes
- Has experience in developing organisational and project budgets
- Is familiar with relevant labour and fiscal laws in the Netherlands and general hiring principles for consultants
- Has strong skills in administration, organisation and planning
- Can work independently with limited supervision
- Is results oriented, accurate and keen on detail
- Is enthusiastic and good-humoured
- Is a team player that can support others with practical solid work
- Can work flexibly when needed.

(... but we fully understand that you may not possess *all* the qualifications above, so we encourage you to apply even if you don't meet every requirement listed)

## Our offer

- A challenging and fun position in a well-known international organisation that has proven itself as making a real difference in the global banking sector
- Being part of a hardworking team of currently 12 staff (plus additional interns) that mostly work remotely but often meets in person for work and fun activities
- An initial contract for 6 months but with funds already reserved to proceed for at least another 12 months if your performance is as excellent as we seek
- Flexible working hours and the option to work from home or from a convenient shared workspace
- Training opportunities for aspects of the job where you want to further develop your skills
- Inclusion in our pension and disability insurance scheme, if employed under a regular contract in the Netherlands
- Salary indication: 3,500-3,800 euro per month *on a full-time basis* (36 hpw), depending on previous experience, plus an additional 8% annual holiday allowance

## Location and team

As Finance and Operations Manager, you will be part of our management team and report directly to the Executive Director. The position is based in the Netherlands, working remotely

from home, from a shared work space with other team members, or from our office in Nijmegen (or any combination).

## Interested?

To apply for this position, please use [this form](#) and carefully fill in all required fields. **Note that applications submitted through other means will not be considered.**

The deadline to apply for this position is **Sunday, October 20**, with a first round of interviews planned for the week of October 28. We seek a candidate who can start as soon as possible, but no later than January 2025.

Written enquiries on the position can be directed to Johan Frijns, BankTrack Director, at [johan@banktrack.org](mailto:johan@banktrack.org).

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.

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

### **BankTrack - Vismarkt 15**

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**[www.banktrack.org](http://www.banktrack.org)**