

BANKTRACK

BANKTRACK IS LOOKING FOR A FUNDRAISING AND FINANCE ASSISTANT (24 HOURS PER WEEK)

BankTrack is the international tracking, campaigning and NGO support organisation targeting private sector (commercial) banks and the activities they finance. Our mission is to stop banks from financing harmful business activities, to promote a banking sector that respects human rights and contributes to just societies and a healthy planet, and to support fellow civil society organisations in their engagement with banks. We are based in the Netherlands but work with partners the world over.

To strengthen our fundraising efforts and improve our financial management we are hiring a new **fundraising and finance assistant** to join our team from January 2020 onwards.

We are looking for a well organised, practically minded person that takes pride in supporting our campaign work by helping to ensure that the financial fundament underneath our organisation is in solid shape. You assist our director in meeting our obligations towards our existing funders and in scouting for new sources of funding. You also assist our finance manager with everyday financial matters and budget management.

ROLE AND RESPONSIBILITIES

As **Fundraising assistant** you will:

- Maintain overview of all outstanding reporting obligations towards funders;
- Ensure proper management and adequate filing of all correspondence with funders;
- Maintain our extensive database of potential new funders and funding lines;
- Take part in the development of fundraising strategies, identify concrete fundraising options for campaign priorities and plans;
- Assist in preparation of funding applications and budgets.

As **Finance assistant** you will:

- Take care of all daily payments;
- Maintain our (paper) financial administration;
- Updating our bookkeeping system with payments;
- Help develop and maintain annual and project budgets;
- Ensure compliance of projects with their respective budgets;

Please note that this a combined position; it is not possible to apply for only half of the job.

IDEALLY, WE WOULD LIKE TO FIND SOMEONE WHO:

- Is **fluent** in English, both speaking and writing, this being our everyday working language;
- Has professional experience as *for example* fundraiser, grant administrator, bookkeeper, finance assistant, secretarial assistant or any other directly relevant work, preferably in the NGO sector;
- Is accurate, flexible, keen on detail;
- Is proficient in using Excel for budgeting;
- Has experience with bookkeeping programmes such as Accountview;
- Has experience in developing multi-year budgets;
- Has strong affinity with the work of BankTrack, and takes pride in supporting our work by strengthening our organisation;
- Is enthusiastic, practically minded and good-humoured, and combines an activist mindset with a professional work attitude; someone who 'wants to get the job done';
- 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 do not be discouraged if you do not meet all of these points)

WE OFFER:

- A fun and challenging position in a small but well-known international organisation that has proven itself as making a real difference in the global banking sector;
- An initial contract for 6 months for 24 hours per week, 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 part-time from home;

- Salary indication: 2,200 - 2,600 euro per month on a full-time basis (36 hpw), depending on previous experience, plus an additional 8% annual holiday allowance;
- Inclusion in our pension scheme and other fringe benefits;
- Training possibilities

LOCATION AND TEAM

The position is available at the BankTrack office in Nijmegen, the Netherlands, where we also host our bookkeeping system and keep our paper files. Candidates must therefore either relocate to Nijmegen or live within commuting distance of Nijmegen.

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.

INTERESTED?

The deadline to apply is **Monday, November 11**. Job interviews will be conducted on November 20-21, with a possible second round on November 25-26.

To apply for this position, send us a letter focusing on your motivation for wanting to join BankTrack, plus your relevant skills and work experience. Add an up to date CV *and* recent

examples of your relevant skills, or references where we can enquire about your skills. Please send your application by email to Johan Frijns, BankTrack Director (johan@banktrack.org), with “Application – Fundraising and Finance Assistant” in the subject line of your mail.

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.

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