

VOICE Network

Job Description Finance and Administration Manager

Closes June 12th, 2024

The VOICE Network is a global network of NGOs and Trade Unions working on sustainability in cocoa, tackling issues such as poverty, deforestation, and child labour. Our mission is to be a watchdog and catalyst for a reformed cocoa sector, addressing blind spots and underrepresented issues in the value chain.

Due to a change in staffing, we are looking for someone to join our team and help us run our small but very effective organisations. This is an exciting opportunity to work for an organisation that is making tremendous impact on the sustainability of a dynamic global sector.

Position

The Finance and Administration Manager is responsible for implementing and improving processes especially in administration, finance, HR, logistics and project management. The Finance and Administration Manager supports the Managing Director, works closely with other VOICE staff and reports to the VOICE Network board.

Deliverables

- Develop budgets and ensure timely internal and external financial reporting, including for projects with external funders.
- Support the Managing Director with fundraising and liaise with external donors and VOICE members to formalize financial contributions.
- Lead contracting with members and other third parties as well as oversee VOICE members' annual contributions.
- Draft financial reports to donors in compliance with donor requirements for implementation and expenditure of projects.
- Strengthen existing - and where necessary develop new - administrative, financial and HR procedures.
- Manage VOICE's accounting system.
- Coordinate annual audits.
- Ensure accountability to the Board, prepare and present regular reports on finance, HR, membership, and projects to the Board.
- Implement HR functions including timely monthly payroll and set up contracts for staff or consultants.
- Support the VOICE team on ensuring there is good communication within the network, supporting the organisation of members online and in-person meetings and external events as required.
- Contribute to program strategy and implementation as time allows.
- Ability to help develop and grow the internal structures of the organisation towards the future.

Requirements

- Bachelor's degree in a relevant area of work and relevant expertise obtained in previous job experiences.
- Demonstrated experience in financial aspects of project management, budgeting and reporting, preferably in an NGO context.
- Knowledge of accounting and accounting software (especially Quickbooks), knowledge of Dutch accounting and HR rules is a plus.

- Interest in global trade justice and strongly motivated to challenge the current food system and to create positive impact for the income of cocoa farmers and the corporate responsibility of companies
- Experience of working in a multicultural setting and ability to communicate effectively and diplomatically with different types of partners and stakeholders.
- High level of flexibility, ability to adapt to a variety of tasks.
- Team player, proactive problem solver with a collaborative working approach.
- Good written and verbal Dutch and English language skills, French and/or Spanish is a plus.

Our culture

You would be finding a place in a small and dedicated global team. As a team, we care deeply about our work, and we don't mind working hard to see the world of cocoa become a better place. At the same time, we also care deeply about our team-mates, and so we are committed to guarding a healthy work-life balance.

Conditions

- Position will commence on September 1st 2024.
- The posting is for 40% of a full time position, which can be planned in 2 non-consecutive days a week or four half days.
- Salary based on Oxfam Novib scale 7
- Possibility of working at the VOICE office (Ede, the Netherlands), working from home, or a combination of both.
- Only candidates based and eligible to work in the Netherlands (and optionally Belgium) can be considered.
- This vacancy closes on June 12th.
- Interviews will be held in person in Ede, The Netherlands, on June 28th

Respond to this vacancy

Please send a motivational letter and CV to anneleen@voicenetwork.cc