

Global Alliance for Improved Nutrition

Job title:	Senior Finance Associate (on 60% work time basis)
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Classification:	Grade 4	Direct reports:	1 - 5
Work Location:	Utrecht, The Netherlands	Travel required:	10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

The Dutch Office is independently registered as a Stichting under the Chamber of commerce and based in Utrecht. We are looking for a part-time (24 hours per week) Senior Finance Associate to provide an effective and comprehensive service to the Head of Office and employees of GAIN Netherlands.

DESCRIPTION
<p>Overall purpose</p> <p>The Senior Finance Associate will support the Head of Office and the rest of the team with budgeting, program and donor finance, operational support, accounting, banking affairs and payroll.</p>
<p>Tasks and responsibilities</p> <p><u>Finance NL Office:</u></p> <ul style="list-style-type: none"> • Ensure financial processes and monthly closure of NL accounts. • Review all travel and expense claims prepared by the GAIN NL staff, ensure all necessary documentation is obtained and filed. • Manage the GAIN NL office budget; monitor expenditures, support quarterly budget forecasts. • Support the Head of Office with the annual financial statement process for Stichting GAIN Netherlands and organizing Board approval. • Act as the first contact point for Rabobank on our GAIN NL bank account. • Ensure all finance policies and procedures are followed as per GAIN's finance manual. • Support the Development office team with the development of Budgets for new proposals. • Manage the incoming and outgoing transfers and for the Stichting GAIN Netherlands contracted projects. • Support and prepare as required financial reports for the Stichting GAIN Netherlands contracted and Dutch government financed projects. • Prepare and monitor monthly financial overviews for the Stichting GAIN Netherlands contracted projects.

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- Be the financial point of contact for Donors of the Stichting GAIN Netherlands contracted projects.

Payroll:

- Prepare the financial inputs for the payroll together with the HR Admin assistant including pension, taxes, allowance etc.
- Following the final preparation of the payroll by the Sr HR Admin assistant, review the payroll before sending it for approval by the head of GAIN Netherlands.

Operational Support & Compliance:

- Review and support expense claims by NL Office team members.
- Review and check financial elements for all procurement done through the Dutch office.
- Ensure compliance for the Dutch office with all applicable tax and financial rules, regulations and legislation.
- Oversee and support Audits on grants and contracts financed through the Netherlands office.
- Review and support all procurement for the Dutch office from a financial perspective.
- Support with contract management.
- Support key events for GAIN in the Netherlands

Support Global Finance team:

- As required and timewise permitted, support the global finance team, through assignments from the finance manager in London, with budgeting, reporting and accounting specifically but not limited to Dutch government financed projects.

Key organizational relationships:

- Reports to the Head of GAIN Netherlands.
- Liaise with financial manager in London.
- Support the wider GAIN NL team.
- Liaise with the financial services team in Geneva.
- Liaise with the country office finance leads.
- Work together with the Admin & HR assistant.

JOB REQUIREMENTS

Competencies:

- Financial qualifications, accountancy and reporting skills.
- Effective oral and written communication skills in a matrix organization.
- Proactive with a commitment to quality and accuracy with close attention to detail.
- Able to prioritize, multi-task, and work well with frequent deadlines.
- Able to work without close supervision.
- Computer literacy with excellent MS Word, MS Excel, Outlook and PowerPoint skills.

Experience

- Experience working in an international development environment is a plus.
- Financial coordination and administration.
- EU and Dutch aid contract financial regulations experience a preference.

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Education

- Diploma or degree in financial administration

Other requirements

- Eligible to live and work in The Netherlands.
- Fluency in both written and spoken English and Dutch.
- This is a part-time position, working 24 hours per week with possible extension to 32 hours per week.

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition