



## **Job opportunity for a Finance & Operations Officer (0.8 FTE, 9-months contract) Based in Nijmegen, the Netherlands**

Would you like to work with passionate colleagues to help making Europe a wilder place, with more wild nature and wildlife? Would you like to learn more about rewilding, and work in an administrative support role in an international environment? This may be an opportunity for you.

### **About Rewilding Europe**

An independent charitable foundation registered in the Netherlands, Rewilding Europe is a pan-European initiative, operating at the frontline of rewilding. Rewilding Europe wants to make Europe a wilder place, for the benefit of nature and people.

Rewilding Europe's teams work from 18 different European countries, with a focus on the rewilding of large landscapes with dedicated partner organisations in eight regions across the continent.

Our lean-and-mean central team currently represents in total 25 people (17 FTE) working from different European countries. The Finance & Operations team (F&O Team) works with 4 staff from the head office in Nijmegen. One of the F&O team members will be on maternity leave, opening up this job opportunity. More info about Rewilding Europe can be found on [www.rewildingeurope.com](http://www.rewildingeurope.com).

### **Role**

The Finance & Operations Officer (F&O Officer) provides general financial, administrative and operational support.. The F&O team is responsible for financial control, accounting, project administration, human resources, procurement, ICT and office managerial duties. The F&O Officer supports and facilitates all these functions. More specifically, the F&O Officer has the following tasks and responsibilities:

- Preparing invoices and booking invoices in ExactOnline;
- Booking of bank statements;
- Processing time registration;
- Financial project administration and reporting in ExactOnline;
- Procurement and management of office supplies;
- Organising and supporting team logistics (meetings, travel bookings, accommodations, etc.);
- Management of shared electronic filing platform and CRM, including mailings;
- Support the HR administration (drafting contracts, administering leave and sick days, office and ICT access); and
- Other office duties (archiving, outgoing mail).

## Requirements

We are looking for someone who is motivated, keen to learn and contribute to a professional and attractive working environment. Someone who enjoys work and communicates easily and positively. And someone with the following qualifications:

- Higher financial-administrative education (HEAO/BSc) or MEAO+;
- At least 3 years experience in a financial administrative role;
- Experience with ExactOnline and project administration;
- Good knowledge of Excel;
- Good command of English in speaking and writing;
- Likes to provides proactive support, ensuring other people can do their work; and
- Loves nature and supports the vision and mission of Rewilding Europe.

## The offer

- We offer an opportunity to work in and learn from a small team on a great mission;
- We think this work can be done in 32 hours per week (0.8 FTE);
- We offer a temporary contract for initially 9 months. However, there is a possibility that this contract will be extended or transformed into permanent employment;
- Candidate preferably lives in or close to Nijmegen; and
- We offer a market confirm salary package.

## Information and procedure

Are you interested in this position and do you recognize yourself in the profile above? Then we invite you to respond and send your **motivation letter and CV before 17 May 2021 to [info@rewildingeuropa.com](mailto:info@rewildingeuropa.com)**. You can ask for more information through this email address.