



Rewilding Europe job vacancy

Can you see yourself joining a passionate and innovative team of people working to make Europe a wilder place? Would you like to use your skills and experience supporting the recovery of wildlife populations and natural processes across Europe, for the benefit of people and nature? If so, we might have the ideal job for you.

After a decade of work, Rewilding Europe is now stepping up its operations. We have developed an exciting new strategy and set ambitious goals for 2030. This is a temporary position for one year due to maternity leave of one of the Finance & Operations Officers.

Finance & Operations Officer (32-40 hours)

Rewilding Europe

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

A decade of committed work means Rewilding Europe is now well established, with a team of people based in 18 different European countries. Working with dedicated partner organisations, our focus is the rewilding of large landscapes and the scaling up of rewilding across Europe.

Today, the rewilding movement has never been stronger. As we support the growth of this movement, Rewilding Europe will continue to act as a pioneer and frontrunner. Our lean and agile Central Team currently comprises seven lead positions, heading up a multinational team of thirty people. Our head office is based in Nijmegen, the Netherlands. You can read more about Rewilding Europe at www.rewildingeurope.com.

Role

The Finance & Operations Officer supports the overall organisation by providing financial, administrative and office support and reports to the Finance & Operations Director. Works closely together with the two Finance and Operations Officers.

Main responsibilities

- First point of contact for operational organisational matters (e.g. meetings, booking travels and accommodations);
- Keeps track of office stock, inventories and places orders;
- Manages (suppliers) contracts;
- Manages the info and finance mailboxes and information requests;
- Takes care of correspondence, prepares letters, contracts and agreements and manages the archive;

- Provides support on grant management for LIFE Pelican
- Provides HR administrative support (office and ICT access);
- Provides finance administrative support (processing invoices and declarations and creditcards);
- Manages shared electronic filing platform and CRM, including mailings;
- Supports the monthly time writing process;
- Supports the preparation and move to a new office in the summer of 2023.

Knowledge and Experience

- Higher financial-administrative education (HEAO/BSc) or MEAO+;
- 2-5 years of experience in preferably finance administration and supporting senior management;
- Excellent working knowledge of MS Office;
- Experience with Exact Online and project administration;
- Full proficiency in English (read, written, and spoken) is required.

Requirements

- We expect the candidate to work from our office in Nijmegen.

Remuneration

- Rewilding Europe is a professional and dynamic organisation with a friendly working culture. We offer competitive salaries, commensurate with background, expertise, level of experience, and country of residence.
- This position is graded in salary scale 5.

Information and procedure

We invite those interested in this position to submit a motivational letter and CV **before Wednesday 18 January, 09.00 CET** to hr@rewildingeurope.com. Please include the code 15.F&O OFFICER in the subject line. Any queries regarding this position should also be sent to this email address.

We strive to ensure that our employees are a reflection of society and the international character of our organization.