



## Home of Fair Trade Enterprises

### Job: Finance and Administration Coordinator World Fair Trade Organization (WFTO)

**Reports to:** Chief Executive

**Contract:** 36 hours/week. 1-year contract with possibility of extension.

**Remuneration:** EUR 30.000-33.000 Euro gross (dependent on experience), full-time 36 hours/week plus 8% holiday allowance and additional salary of a fixed 13th month

**Location:** WFTO Office, Culemborg, the Netherlands (working language is English)

**Start Date:** 01 March 2023

**Applications:** Send CV and short cover letter to [ce@wfto.com](mailto:ce@wfto.com) by 10/01/2023.

#### OVERVIEW

- Central role within a global network, shaping financial and administrative management of WFTO
- Opportunity to take on broad responsibilities relating to not-for-profit administration
- Key part of small global team, working closely with senior leadership
- Global role, regularly engaged with people from across the world

#### BACKGROUND

The WFTO is global community and verifier of social enterprises that fully practice Fair Trade. Spread across 76 countries, WFTO members all exist to serve marginalised communities. To be a WFTO member, an enterprise or organisation must demonstrate they put people and planet first in everything they do. We are democratically run by our members, who are part of a broader community of over 1,000 social enterprises and 1,500 shops. We are their global community.

#### POSITION SUMMARY

The Finance and Administration Coordinator will manage all general administrative tasks related to the financial aspects of the organisation, including human resources administration. S/he will prepare financial reports for the Chief Executive and maintain an effective dialogue with all partners related to salary administration, staff, members and clients.

#### Finance

- 1) Work with the CE on the WFTOs finances, including through:
  - Managing the WFTOs financial administration,
  - oversight of financial aspects of WFTO projects
- 2) Manage the bookkeeping of WFTO's core and project income and expenses, including:
  - creditors and debtors administration,
  - accurate recording of payables and receivables and executing payments,
  - organising documentation of invoices, payment proofs and contracts.
- 3) Produce quarterly and annual financial reports, including:
  - balance sheet and income statement by analysing output from Twinfield,
  - managing budgets and producing liquidity reports,
  - preparing the annual statutory accounts, as well as periodical project accounts, and coordinate the audit process as may be requested by the Chief Executive.

- 4) Prepare and implement membership fee collection, including:
- sending invoices and receipts related to membership fees and updating the database with financial data,
  - compiling monthly membership fee reports based on analyses.

## **Administration**

- 1) Payments and human resources
- Processing the payments of monthly salaries and maintain contact with third party salary administration,
  - Supporting HR administration (holidays, sick leave, ..)
- 2) Office and organisational administration
- Maintaining inventory of office supplies
  - Overseeing insurance policies,
  - Assess and advice on legal requirements for the organisation,
- 3) Projects
- Monitoring project procurement and executing payments accordingly
  - Producing project financial reports as necessary
  - Providing general support to fundraising activities,
  - Assisting in project reporting and, possibly, execution.

## **KEY COMPETENCIES and PERSONAL ATTRIBUTES**

### **Essential**

- A minimum of 3 years' experience in organisational administration, financial accounting, including producing financial reports, experience with bookkeeping software and annual financial audit preparation,
- Aptitude for delivering consistent, high-quality work and working with a high degree of independence and self-motivation,
- Good administrative skills combined with an organised and methodical approach to work,
- Aptitude for numbers and attention to detail
- Fluency in spoken and written English,
- Good communication and inter-personal skills, tact and diplomacy,
- Integrity, the ability to juggle competing priorities, multitask and perform well under pressure,
- Ability to research and understand legal and administrative requirements and processes,
- Ability and mind set to work well with others, namely from different cultural backgrounds,
- Strong IT skills, including MS office (especially Excel) or equivalent.
- Commitment to the WFTO Fair Trade principles,

### **Desirable**

- Knowledge of Dutch,
- Experience with Twinfield Bookkeeping Software,
- Proven project/program management skills and experience,
- Strong sense of initiative.

Interested parties should send their CV and a short cover letter to [ce@wfto.com](mailto:ce@wfto.com) by 10/01/2023.