

At IUCN NL (Amsterdam, the Netherlands) we need extra finance capacity within our Business Operations department and have an opening for a

Project Controller (part-time, 32 hours a week)

Can you make a clear report of figures and content? Do you communicate effortlessly with internal and external stakeholders at home and abroad? Do you want to contribute to nature conservation with your work? Then apply for the Project Controller vacancy.

IUCN NL is the Dutch branch of the International Union for Conservation of Nature (IUCN), the world's oldest and largest union for nature conservation. Within the international IUCN umbrella, IUCN NL acts as the National Committee for the Netherlands to conserve nature and biodiversity, in particular by supporting and strengthening local nature organisations in their work. We work with green organisations, companies, governments and scientists on the worldwide conservation of nature as the basis of all life.

In 2023, IUCN NL expects to finance more than 50 external project proposals for € 5 million. In addition to our work in the Netherlands, we are active in 7 countries in Latin America, 9 in Africa and 5 in Asia. Our organisation is formed by 29 passionate professionals.

We mainly carry out our work in programmes and projects for which we have received grants. For the coordination and management of these subsidies and grant agreements, we immediately have room for a decisive Project Controller.

Job profile

In addition to coordination and financial management of contract obligations with our partner organisations, you also oversee the finances of a number of current projects and you coordinate the reporting process towards subsidy providers. You work closely with project leaders, country coordinators and alliance partners. This allows them to make conscious choices with regard to the use of financial resources.

You keep an overview, see where extra attention is needed and like to go into depth on points. You are used to working on a project basis, with a clear focus on where you want to go. You are supported by a finance officer and an administrative assistant. You work in close business partnership with the project leaders. Your line manager is the Controller.

Tasks and responsibilities

- You analyse the financial aspects of financial reports and financial audits of IUCN NL partner organisations to ensure compliance with grantor requirements, accountability and transparency;
- You assess the organisational structure, financial capacity and management systems of partner organisations, as well as their external risks, communicate on these issues with the partner organisations and propose appropriate monitoring and/or capacity building, especially in the project start-up phase;
- Careful management of subsidies and grants by means of financial monitoring and assessment and coordination of input for, or writing of interim and final financial reports to the donors;
- Contribute to project budgets, organisational budget and periodic financial management reports
- You are involved as financial expert in all new fundraising project to ensure that budgets are drawn up in compliance with donor requirements;
- You are one of the select key users of our ERP system Exact Online and our project management system ProjectConnect;

- In coalitions :
 - setting up and coordinating the financial grant management with the partner organisations
 - coordinating grant management with alliance partner(s)
- Process monitoring and internal control of the project cycle in collaboration with Finance Officers, Programme Secretary and the Controller;
- You are willing and able to do 1 to 2 missions a year to our partner network in the Global South.

There is a good match if you

- have a completed HBO course in accountancy / business administration / business economics or university course in Business Economics (preferably in the direction of Accountancy / Control);
- have knowledge of finance management and at least 3 years of work experience as a controller or financial advisor, preferably within an international NGO on nature conservation;
- have excellent knowledge of Excel, ERP and data visualization tools and packages; experience with [ExactOnline](#) accounting package and [ProjectConnect](#) project administration is an asset;
- have knowledge of and experience with the application of (international) donor reporting requirements. Relevant work experience with project management and partners in the Global South is a big plus.
- are communicative, have a strong personality, and show authority towards our partner organisations, alliance partners and within the office;
- are interculturally sensitive and open to (sub)cultural diversity;
- have excellent writing and speaking skills in English (minimum level B2). Writing and speaking skills of Spanish and Dutch at level B1 is a plus;
- can write clear financial reports from your own analyses;
- have great affinity with the vision and mission of IUCN NL;
- have a valid work permit for the EU.

We offer

- A job with opportunities for development at an international nature conservation organisation
- A knowledge-intensive environment with a relevant international field and network
- Intensive coaching by the Controller and the Programme Secretary to quickly familiarize yourself with our complex network organisation
- A one year contract with the intention of extension
- Salary appropriate to the position, experience and education of at least € 3,470 and a maximum of € 4,850 gross per month for a 32-hour working week
- An 8% holiday pay and variable end-of-year bonus.
- Employees are included in the collective pension scheme.
- Modest relocation budget for residents of the European Union + housing in the Netherlands for the first three months after the relocation
- Budget for training and personal development
- A green workplace in the centre of Amsterdam

Learn more or apply

For more information about IUCN NL, please have a look at our website: www.iucn.nl

Any questions about this interesting job? Please contact Hans van Zijl (Controller) at +31 20 3018214 or Monique de Jong (Human Resource Manager) at +31 20 3018264.

Applications (motivation and CV please as PDF attachments) can be sent by e-mail to: vacature@iucn.nl no later than Tuesday, 28 February 2023 stating 'project controller'; IUCN NL, to the attention of Monique de Jong, Human Resource Manager.

The recruitment procedure can be closed earlier than the stated response date if we hire a suitable candidate prematurely. This will be reported on [our website](#).

IUCN NL is an equal opportunities employer and committed to building a culturally diverse staff. We promote diversity in everything we do and we invite in particular candidates with backgrounds that are currently under-represented in our organisation to apply.

*Principals only. Recruiters, please don't contact this job poster
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