

We are Dorcas and we desire justice, both for people and their communities, so that they flourish. We strive for lasting change for those who live in poverty, are excluded, or are caught in a crisis. This is how we follow Jesus Christ.

We are a Christian organization and we work prayerfully. We value entrepreneurship and are ready to go off the beaten track. We desire to partner with everyone who shares our mission.

The Finance department is looking for an enthusiastic

Financial Officer

Scope of employment: 40 hours a week

Commencement of employment: a.s.a.p.

To be stationed in Almere, the Netherlands

The Financial Officer supports rapid response regarding financial and organisational aspects and is responsible for monitoring and analysing the financial administrations of the Dorcas Country Offices and the Dorcas projects. In addition he or she carries out the international treasury policy, as well as various activities connected to project administration and administration of the Country Offices.

The financial officer will be responsible for:

- ✓ Monitoring and analysing the (project) administration kept by the Country Offices;
- ✓ Temporary performance of the local financial officer if needed;
- ✓ Providing an assessment of and input on budgets;
- ✓ Drawing up financial (project) reports, including proper analysis, recommendations if possible and/or the financial reports from the International Office;
- ✓ Carrying out the international treasury policy and performing internal audits on Country Offices and partner organisations;
- ✓ Advising in recruitment, job familiarization, training and coaching the Financial Officer at the Country Offices;
- ✓ Assess and analyse budgets and financial reports on compliance with directives of Institutional Funding;
- ✓ Acquire, maintain and share knowledge of compliance with directives of Institutional Funding;
- ✓ Assist in or set-up local administrative organization and related internal controls in case of Relief.

Job Requirements:

- ✓ Bsc degree in financial control (SPD or comparable level) and a thorough understanding of the financial and administrative cycle;
- ✓ Excellent Excel skills and the ability to analyse financial figures rapidly;
- ✓ Proficient in rapidly analysing financial figures;
- ✓ Proficient in working under pressure;
- ✓ Proficient in setting the right priorities;
- ✓ Proficient in taking the proper decisions based on the information gathered;
- ✓ Knowledge of financial compliance for important IF funds such as DRA, Echo, USAid, Start, and suitability to work with these funds;





- ✓ Fluent in spoken and written English and Dutch;
- ✓ Adherence to the mission and vision of Dorcas;
- ✓ Active membership of a local church;

What's in it for you?

We offer you a challenging and educational position within an organization with a mission. Your work environment is international, inspiring and dynamic. You will work in a committed team. The position is classified in scale 9 (a minimum of €2,722.55 to a maximum of €3,879.91) and you will receive good secondary employment conditions (including a working from home scheme, travel allowance and a non-contributory pension).

Information and application

Does the position appeal to you and do you recognize yourself in the profile? Are you enthusiastic about our mission and would you like to commit yourself to it? Send your CV and motivation letter and convince us of your suitability and enthusiasm. We would also like to read what motivates you to start working for us based on your Christian faith.

Send your application before April 20th 2021 to hr@dorcas.nl, for the attention of John Wolff, Finance Manager. For questions about the procedure of position, please contact Jedidiah Bijlsma (j.bijlsma@dorcas.nl).

All Dorcas employees are asked to sign the Dorcas code of conduct and to adhere to it all times. In the Dorcas code of conduct, the protection of the child has specific attention. We follow the PSEA (Protection Against Sexual Exploitation and Abuse) guidelines. Successful recruitment depends on positive completion of background screening, including references from former employers.

