Financial Accountant

Start Date: 1 February 2022, 40 hrs p/w with Working Time Reduction benefit.
Salary: € 30,000 / € 33,000 gross per year on full time basis
Location: Amsterdam, the Netherlands
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose
Global Reporting Initiative is seeking an Accountant to play a pivotal role in supporting the finance team in production of timely, relevant and reliable financial data used for decision making.

We are looking for a motivated self-starter who will be responsible for day- to day management of the finance functions. In addition, they will pro-actively apply independent judgement and self-manage their own time with various tasks/projects.

This fantastic role provides the opportunity to be part of a fast–growing, sector-leading international NGO in the field of Sustainability and ESG reporting, working directly with a broad range of international stakeholders across Commercial and Governmental sectors.

Job responsibilities
• Assist the Finance Manager in timely and accurate production of all financial information;
• Maintain general ledger in compliance with generally accepted accounting procedures, including processing of journal entries;
• Support in coordinating month and year end closing processes within the established deadlines and maintaining all books of record and support, including assets, liabilities, revenues and expense transactions;
• Reconcile and control of general ledger balances providing supporting documents and resolving accounting issues and discrepancies as they arise in the daily processing of transactions;
• Support accounts payable and accounts receivable related tasks;
• Liaise with internal and external parties on various local accounting issues;
• Conduct ad hoc analyses, as directed by management;
• Assist in preparing management and financial reports for each business line and stakeholders/sponsors;
• Assist in preparing and compiling required information for external audits;
• Assist in preparing and managing cash reporting and bank reconciliation;
• Support the preparation and execution of payments through electronic banking;
• Assist in preparing reports to comply with local requirements (VAT and CBS);
• Assist in maintaining, updating and documenting internal controls as well as the GRI’s manual for financial procedures;
• Other duties as requested

Key competencies / Requirements
• Professional education on at least Bachelor level (e.g. HEAO-BE or SPD Bookkeeping);
• Minimum 2-3 years relevant experience in an international environment and thorough understanding of administration relating to Accounting;
• Proven evidence of strong financial/accounting and analytical skills;
• Knowledge of Dutch accounting rules;
• Ability to set priorities whilst maintaining flexible and customer oriented, with a high level of accuracy and attention to detail;
• Able to interact and communicate clearly;
• Ability to work in a team and autonomously;
• Fluency in English (written and spoken) and intermediate Dutch (reading and understanding);
• Follow processes and instructions, whilst maintaining confidentiality;
• Pro-active, knowledge sharing, assumes responsibility and has hands-on mentality, deals with issues calmly and objectively;
• Ability to deliver high quality service;
• Experience with Exact Software is a plus;
• Affinity with the mission and objectives of the GRI would be an advantage;
• Eligible to live and work in the Netherlands.

About GRI
GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world’s most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 polices of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply
Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET), 07 January 2022. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources
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