



April 2024

Senior Accountant Specialist

We only accept applications via email: jobs@egi.eu.

<https://www.egi.eu/article/job-senior-accountant-specialist/>

We have an exciting opportunity for a Senior Accountant Specialist to join our dynamic team at EGI Foundation.

The Senior accountant specialist is involved in the daily administrative and financial support within the Finance and Administration Team of the EGI Foundation. The Senior accountant specialist will be responsible for the day-to-day finance management of the EGI Foundation and the preparation of the end of year balance including:

- Bookkeeping, updating financial records;
- The preparation of quarterly financial statements;
- The preparation of the year-end financial audit;
- The preparation of reports to support the Finance and Control Manager;
- Preparation of cost statements in the context of European Commission funded projects participated by the EGI Foundation;
- Maintenance of internal financial procedures and handbooks.

We are looking for a professional with previous experience and the ambition to professionally grow and evolve the existing procedures, policies, workflows and supporting tools.

Job Purpose and Responsibilities

- Manage the financial bookkeeping of the EGI Foundation and projects;
- Manage debtors and creditors from invoicing to payments;
- Manage expenses including consolidation of travel forms and reconciliation with payments;
- Administer employees' costs and consolidation and accrual of benefits, serving to calculate the estimate of individual full costs for reporting to the European Commission;



- Reconcile any discrepancies or errors identified in the monthly payroll;
- Review and audit financial statements and reports, ensure all calculations and data entries are correct;
- Prepare the annual audit and the balance with the support and supervision of the Finance and Control Manager;
- Collect and enter data for various financial spreadsheets and for the purpose of facilitating purchase (monthly project overview);
- Perform cost analysis and deliver reports as requested by the Finance Control Manager;
- Assisting the Finance and Control Manager in the preparation of the EGI Foundation annual budget;
- Provide assistance to suppliers, customers, employees and other administrative support as needed in matters regarding financial and accounting rules, policies and procedures;
- Suggest changes or improvements to financial procedures.

Relationships

The Senior Accountant Specialist reports to the Finance and Control Manager and works closely with the Office Manager and the Project Management Team for project finance matters. He/She is the primary contact for finance and administration matters directly liaising with auditors, creditors and debtors.

Essential requirements

This position is suited for an experienced professional, meeting the following personal and professional requirements:

- Bachelor's degree in Accounting and 5 years of work experience;
- Demonstrated experience in financial bookkeeping and related tools;
- Ability to communicate clearly and effectively in English, both written and spoken. Dutch language knowledge will be considered as a plus;
- Excellent interpersonal skills and ability to work in a multicultural environment;
- Extremely detail oriented, thorough and organised, excellent analytical and problem-solving skills;



- Ability to prioritise and plan work and to use time efficiently;
- Agility and ability to work effectively both as part of a team and independently;
- Ability to lead a process with minimal or no supervision;
- Excellent skills with tools of the Microsoft Office suite. Good excel knowledge;
- Good knowledge of European Financial and Administrative rules will be considered as a plus.

Offer

- This opportunity is a full time position (40 hours a week), offered for a period of one year, with the possibility of renewal based on your satisfactory performance;
- Depending on experience, for an employee working in the Netherlands, gross salary for a full-time position will be in the range of €3,960 to €5,275 per month, with additional holiday (8% annual gross) and end of year (5% annual gross) bonuses;
- Place of work will be preferably at the EGI Foundation office in Amsterdam. Other places within Europe might be considered, depending on demonstrated experience and in accordance with the EGI Foundation's terms of employment.
- Non-native employees who are new to the Netherlands may be eligible for a special tax benefit, if moving to the Netherlands.
- If established in the Netherlands, you will be entitled to 31 days of annual leave (pro rata). For employees residing in other countries, the specific number of leave days may vary depending on the applicable national labour law regulations
- You will be entitled to 31 days of annual leave (pro rata) and €100 contribution towards health insurance.

Equal opportunities

The EGI Foundation is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

Process and timeline

- Closing date for applications: 17 May 2024
- Expected starting date: As soon as possible and no later than 1st July 2024



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To apply

To apply, we invite you to send us the following two items by email, to jobs@egi.eu:

- A cover letter (in PDF format), explaining your motivation for applying and how you meet the requirements outlined above.
- A CV (in PDF format), max 3 pages.

Incomplete applications will not be considered.

Thank you for your interest!

No recruiters please.