

Senior Accountant & EC Project Finance Specialist

Location: Amsterdam, the Netherlands (Possible hybrid working of at least one or two days at the office)

Reports to: Finance and Control Manager

Contract: Full-time (40 hours/week), 1-year contract with possibility of renewal

About the role

We are seeking a Senior Accountant & Project Finance Specialist to join our Finance and Administration Team at the EGI Foundation. This is a senior role that combines day-to-day financial management responsibilities with project finance and audit support.

Reporting directly to the Finance and Control Manager, the successful candidate will act as deputy within the Finance team, ensuring accuracy in statutory accounting, payroll, audits, and internal policies while also contributing to the financial and administrative management of European Commission-funded projects.

This role is ideal for an experienced professional who is detail-oriented, highly organised, and motivated to strengthen financial processes, while also bringing expertise in project finance administration.

Key Responsibilities

Financial Management (~70%)

- Own and manage the payroll process, including employee cost administration, consolidation of pension and social security contributions, and coordination with payroll providers to ensure accurate and timely payroll processing in collaboration with the HR Specialist.
- Prepare quarterly financial statements, annual audit files, and statutory documents, ensuring accuracy and compliance of all financial reporting.
- Act as primary contact for auditors, suppliers, customers, and internal stakeholders regarding finance and accounting matters.

- Manage the bookkeeping and financial records of the EGI Foundation, including overseeing debtors and creditors from invoicing through to payments.
- Maintain and update internal financial procedures, policies, and handbooks.
- Consolidate and process expenses, including travel claims and reconciliations.
- Support the Finance and Control Manager in annual budget preparation.

Project Finance (~30%)

- Manage the financial administration of EU-funded projects, including cost statements, supporting documentation, and ensuring compliance with EC rules.
 - Maintain and update key project financial tracking tools (e.g., expenditure overviews, timesheets via EasyTS) and support processes such as personnel cost tracking, quarterly budget vs. actuals, and resource allocation.
 - Prepare supporting documentation for periodic project financial reports and audits, and collaborate with the Project Management Team to gather financial and administrative inputs for deliverables.
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Note: These are the key responsibilities of the role. However, the successful candidate is expected to take on additional or extended tasks as required to support the Finance team and the evolving needs of the organisation.

Relationships

- Reports directly to the Finance and Control Manager.
 - Acts as deputy to the Finance and Control Manager in financial and administrative matters.
 - Works closely with the Project Management Team for project finance activities.
 - Works closely with the Finance Administration Team for finance activities.
 - Liaises directly with auditors, banks, accounting systems and payroll providers.
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Essential Requirements

- Bachelor's degree in Accounting, Finance, or related field.
- At least 5 years of professional experience in accounting, financial management, or project finance.
- Demonstrated expertise in bookkeeping, payroll, and audit preparation.
- Strong experience with financial reporting and compliance, ideally in EU-funded project contexts.
- Excellent knowledge of Microsoft Office, particularly Excel.
- Fluency in English (spoken and written). Knowledge of Dutch or another European language is an asset.
- Highly organised, detail-oriented, and analytical with strong problem-solving skills.
- Ability to work independently, lead processes, and act as deputy to the Finance and Control Manager.
- Strong interpersonal skills and ability to collaborate in a multicultural, international environment.

The following requirements are a plus

- Understanding of European Commission financial regulations, particularly those governing EU-funded projects (e.g., Horizon Europe)
- Demonstrated ability to apply EC financial rules related to eligible and ineligible costs, budget justification, cost categories (direct and indirect costs), and funding rates.
- Experience in financial reporting, audits, and project budgeting in line with EC requirements.

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 monthly salary for a full-time position will be in the range of €4,601 to €5,820 per month.
- Additional 8% holiday allowance and 5% end-of-year bonus.
- Employees based in the Netherlands will have 31 days of annual leave (pro rata, other locations follow national labour law).

- €100/month health insurance contribution and a contribution towards the pension fund (if based in the Netherlands).
 - Dynamic international work environment based on EGI's values: Collaboration, Openness, Innovation, and Trust.
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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 without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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.