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## Financial Officer Pool

**Who, together with us and many others, wants to work towards creating a just world without poverty. Around the world people are fighting for their right to a decent livelihood. Oxfam Novib supports them in this. We support projects, strengthen local organisations and campaign for just policies. We do so locally and internationally because poverty and injustice are global problems and are related to unjust economic and political relationships. That is why we work together with Oxfam International.**

A vacancy has arisen in the Pool of the Projects Department for a Financial Officer Pool 32- 36 hours per week.

The Financial Officer performs his/her tasks in several and changing bureaus in the case of a temporary vacancy or backlogs. The nature of the tasks can differ with each placement and they will be discussed with the Bureauhead of the bureau of placement.

### Main tasks and responsibilities

- You contribute to the formulation and implementation of the management contract of Bureau, propose targets for approvals and spending of funds, and assist the Senior Financial officer and Head of Bureau in periodically monitoring approvals and spending.
- You analyse the financial aspects of fund applications, financial reports and financial audits of Oxfam Novib counterparts for the sake of a proper accountability and transparency; you assess, together with the Programme Officer the organisational structure, capacity and management systems of counterparts as well as their external risks and communicate about these issues directly with the counterparts.
- You contribute to the development and execution of general and specific policies of the Bureau, as far as this is related to financial control issues, such as the quality of financial auditing, opportunities for getting external advice in the field of financial management and the quality and reliability of bank traffic.
- You assist in identifying and exploring external funding possibilities relevant to the region.
- You maintain contacts with specialised financial institutions, financial experts and other relevant stakeholders in the region, and with financial experts within Oxfam Novib, and with loan experts at Triple Jump, with which Oxfam Novib cooperates with regard to its loan portfolio.
- You visit counterparts and other relevant organisations/people in the region in order to properly implement the above mentioned duties.

### Requirements

You have a relevant qualification at HBO (Higher Vocational Education) or academic level in a financial, economic and/or administrative area and you have an affinity with international development issues.

You can demonstrate several years of working experience related to (global) development organisations and/or (global) networks. You are able to make independent financial analyses of development programmes, and can evaluate these against the political and socio-economic context within which they are carried out.

You work in a result-orientated and methodical manner. You have organisational and administrative experience and qualities. You work well in a team and have outstanding social and intercultural skills. You have good written and oral skills. You have a strong command of spoken and written English, French and preferably Spanish.

### Salary

Salary according to Oxfam Novib salary scale 8, a maximum of € 3.519 gross per month on the basis of a 36 hours working week.

### Procedure

Are you interested? Send your application with reference number 5-4710 to [jobs@oxfamnovib.nl](mailto:jobs@oxfamnovib.nl) to the attention of Nathalie Schouten (P&O) before May 10, 2009. Information is available with Nathalie Schouten, 070-3421925.

*Applicants must be Nationals of an European Union member State or have a valid workpermit for the European Union.*

*Author: HR Department*

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