



**Friends of  
the Earth  
International**

## **Bookkeeper**

**0.8 fte – 30 hours – 4 days a week**

at the International Secretariat of FoEI in Amsterdam.

**Friends of the Earth International** (FoEI) is the world's largest grassroots environmental federation with over 70 member groups around the world. We focus on climate justice and energy, forests and biodiversity, food sovereignty, and economic justice. Our member groups are organized into four regional structures and fully participate in decision-making. A small International Secretariat (IS) in Amsterdam and a team of global staff support the member groups, campaigns, programs, and other activities of the federation through fundraising, program coordination, trainings, communications, and information management.

A small International Secretariat (IS) in Amsterdam and a team of global staff supports the member groups, campaigns, programs, and other activities of the federation through fundraising, program coordination, training, communications, and information management.

FoEI has been awarded an EU grant "People's power to drive transformative and sustainable solutions", with an expected duration of four years. The project aims to strengthen FoEI member groups and structures to work both independently and collectively to contribute to social and environmental justice in policy-making processes. The project covers 67 countries in 4 regions (Africa, Asia-Pacific, Latin America and Europe). Due to the size of this project, we are extending our finance team.

### **Position Description:**

Friends of the Earth International is looking for a bookkeeper to be based in FoEI's International Secretariat (IS) in Amsterdam. They will be part of the IS Support team, and work together with the Finance section, which is composed of an Operations Manager, two Financial Grant Managers, and one bookkeeper. The position reports to FoEI's Operations Manager.

### **Responsibilities:**

- Register and book invoices and contracts in our accounting software Exact
- Verify exchange rates and receipts for travel expense claims
- Make domestic and international payments
- Correspondence with debtors and creditors
- Check compliance with administrative procedures, specifically EU requirements for the eligibility of expenses
- Book bank and cash statements
- Provide output from Exact to project grant managers
- Other financial and administrative tasks in consultation with the Finance Manager

### **Qualifications:**

- Experience in financial and administrative work, preferably with EU-funded projects
- Accuracy and affinity with numbers
- Excellent written and verbal English and Dutch language skills; basic knowledge of in Spanish or French would be a strong advantage

- Strong attention to detail and an ability to meet deadlines and prioritise a demanding workload appropriately
- An ability to explain financial issues clearly in writing
- Intercultural skills

**What FoEI offers:**

- We offer an opportunity to contribute to a better world and work for an inspiring international and culturally diverse network in an office with a small friendly team at a great location in Amsterdam.
- Full time salary between € 3,592 and € 3,934 monthly depending on experience and qualification.
- Contract duration: 1 year, to be extended to permanent upon positive performance evaluation.
- Participation in collective pension arrangement compulsory.

**Applications:**

- To apply for this role, please prepare your CV and a motivation letter that summarizes how your profile aligns with the key responsibilities and qualifications, skills and abilities of this role. Both motivation letter and CV can be addressed to Wieke Wagenaar by email, at [vacancies\[at\]foei.org](mailto:vacancies[at]foei.org) before July 12, 2024 with “bookkeeper” in the subject title.
- Interviews will be held on 23 July 2024.
- An assignment can be part of the selection procedure.
- Checking references is part of the selection procedure.

Friends of the Earth International is an equal opportunities employer. Diversity and inclusion are important values for FoEI. We aim to have a FoEI team that reflects the diverse composition of our federation. We also encourage applications from people currently under-represented in the environmental justice movement.

Please note that, in compliance with GDPR, we will keep your application in our protected files for a maximum of four weeks after the successful closure of this vacancy.