

Administrative and Finance Officer

Job Posting:	Administrative and Finance Officer
Location:	EU-based with regular visits to the main office; Netherlands-based preferable
Reports To:	Managing Director
Commitment:	Six-month 50% consultancy with possibility to extend to twelve months staff contract
Compensation:	€60.000 annualized
Start date:	As soon as possible

Tech 4 Tracing strongly encourages women to apply for this position.

Support Tech 4 Tracing's sound financial operations and day-to-day administration. The Administrative and Finance Officer (AFO) will serve as the organizational focal point for routine finance and administration, working closely with financial and HR/payroll service providers. The role combines hands-on transaction processing and controls with donor budget monitoring, procurement, records management, and operational support.

About Us

Stichting Tech 4 Tracing Europe (Tech 4 Tracing or T4T) builds technology for global humanitarian and emergency partners on behalf of the European Union and other donors. We leverage emerging technologies in computer vision, 3D rendering, and digital fabrication to provide partners with custom tools and assets for applications ranging from helping emergency services in conflict zones to analyzing OSINT media for investigative journalism. As our projects continue to scale up, we seek additional experts to join our team.

Key responsibilities

- Finance and liaison with external bookkeeper
 - Serve as the primary day-to-day liaison with the bookkeeper, ensuring timely and complete transfer of invoices, receipts, bank documentation, coding information and other supporting records.
 - Manage accounts payable and invoice processing, including receipt and review of invoices, verification of approvals and supporting documentation, coding/allocation, maintenance of payment schedules, and preparation of payment requests.
 - Maintain orderly financial files and transaction documentation and follow up on missing or incomplete supporting documents.
 - Support monthly and year-end closing processes by reconciling internal records with reports provided by the bookkeeper and resolving queries or discrepancies.
 - Assist with cash-flow planning, payment calendars, financial reporting and preparation of documentation for audits or other reviews under the direction of the management board.
- Donor grant and project budget management
 - Track expenditure against approved donor and project budgets, commitments, budget lines and reporting periods, and provide regular budget-versus-actual updates to management and project staff.

- Monitor expenditure eligibility, allocation and supporting documentation against grant agreements and applicable donor requirements, with particular attention to EU-funded grants.
- Flag anticipated variances, underspends, overspends, ineligible-cost risks or documentation gaps in a timely manner and work with project staff and management to develop appropriate solutions.
- Support preparation and review of donor financial reports, financial forecasts, budget revisions, co-financing information and financial inputs to grant applications or amendments.
- Maintain grant financial files and coordinate with programme staff, the external bookkeeper and other service providers to ensure that financial records support donor reporting and audit requirements.
- Administration, procurement and HR/payroll coordination
 - Coordinate routine procurement in accordance with organisational and donor requirements, including obtaining quotations, documenting selection decisions, preparing purchase documentation, tracking orders and maintaining procurement files.
 - Maintain vendor and service-provider records and support contract administration, renewals and routine operational purchasing.
 - Act as the liaison with the external HR/payroll provider, transmitting approved payroll inputs and personnel changes, checking payroll outputs, following up on queries, and maintaining appropriate HR/payroll records.
 - Support employee administration, including onboarding/offboarding documentation, leave and personnel records, insurance, benefits or reimbursement administration, and other routine HR processes, while maintaining confidentiality.
 - Support office and organisational administration, document management, scheduling and other operational tasks as required in a small NGO environment.
 - Contribute to regular improvements in internal controls, finance/administrative procedures, templates and filing systems.

Required qualifications and experience

- Bachelor's degree in accounting, finance, business administration, economics, public administration or a closely related field. A relevant postgraduate qualification is an advantage.
- A recognised accounting or finance certification, or substantial progress toward one (for example ACCA, CIMA, CPA or an equivalent national qualification), is strongly preferred.
- At least five (5) years of relevant professional experience with progressively increasing responsibilities in an NGO, non-profit organisation, company or comparable professional environment.
- Demonstrated experience with donor grant financial management, including budget tracking, financial planning and reporting, expenditure eligibility and audit-ready documentation. Experience managing or administering EU grants is highly preferred.
- Expertise in bookkeeping software (Exact Online a plus).
- Practical experience with accounts payable, invoice processing, financial documentation and coordination with an external accountant, bookkeeper or finance service provider.
- Experience with procurement and with HR/payroll administration or coordination with an outsourced HR/payroll provider.
- Strong spreadsheet skills and confidence working with accounting reports, budgets and financial data; experience with common cloud-based finance and document-management systems is desirable.

- Excellent organisational skills, attention to detail, sound judgment, discretion and the ability to manage multiple deadlines independently in a small-team environment.
- Strong written and spoken English and the ability to communicate clearly with colleagues, vendors, service providers, auditors and donors.
- Dutch language facility is a plus.

Application Process and Submission Guidelines

To apply for this consultancy, please submit the following documents electronically:

- Copy of your university diploma and accounting and/or finance certification
- Up-to-date CV that includes proof that the applicant possesses the necessary professional, technical and organizational capacity required to perform the contract and a list of similar contracts in the past of relevance to the call
- Documentation regarding the consultant's self-employed status in line with relevant Dutch (or other EU member state) legislation
- Certificate (or declaration on oath when such certificate is not available) establishing absence of open criminal proceedings and absence of a final judgment for criminal offences
- Motivation letter (max one page)
- No fewer than three (3) references from previous related employers that may be contacted by Tech 4 Tracing. Please ensure that full name, title, email address and telephone number are provided for each.

Timeline

Applications will be accepted through 23 October at 12:00 CET. No applications will be considered after this time unless the call is expressly extended by notification on both T4T's website and on LinkedIn.

All applications will receive a message acknowledging receipt.

Applicants will be informed if they have been selected for the short-list of candidates by 6 November at 12:00 CET. If applicants do not receive such a message, it means they have not been selected for the short-list.

All materials should be mailed to jobs@tech4tracing.org with the subject line "Administrative and Finance Officer application".