



# World Fair Trade Organization

**Job Title: Finance and Administration Officer**

**Reports to:** WFTO Chief Executive (CE).

**Staff reporting:** Supervision of volunteers in committees; possible management of freelance consultants.

**Contract:** Full-time (36 hours/week). One year contract (renewable).

**Remuneration:** Depending on experience.

**Location:** WFTO Global Office, in Culemborg, the Netherlands (working language is English).

**Timeline:** To start from mid-August 2014 onwards.

## BACKGROUND

**WFTO**, the World Fair Trade Organization, is the leading global network of Fair Trade Organisations.

WFTO has a **vision** of a just and sustainable global economy in which small producers are capable and empowered, have access to open markets and can engage in Fair Trade for the benefit of all. WFTO's **mission** is to help small producers improve their livelihoods and those of their families and communities through trade.

WFTO has over 380 members in 70 countries. Its membership represents the Fair Trade chain from production to sale, including producer co-operatives and associations, export marketing companies, importers, retailers, Fair Trade networks and support organisations. It is governed by an elected Board of nine directors and maintains a small office in Culemborg, the Netherlands, to co-ordinate its activities.

## POSITION SUMMARY

The Finance and Administration Officer will manage all general administrative tasks related to the financial aspects of the organisation, including contact with members regarding their membership fees. S/He will prepare reports for the CE and/or Board in both fields of responsibility; and maintain an effective dialogue with the WFTO members to understand needs and provide support to develop appropriate services.

## MAIN TASKS and RESPONSIBILITIES

### Finance

- Manage the bookkeeping of WFTO's core and project income and expenses, including:
  - creditors and debtors administration,
  - accurate recording of payables and receivables and executing payments,
  - organise documentation of invoices, payment proofs and contracts.
- Produce monthly and annual financial reports, including:
  - balance sheet and income statement by analysing output from Queen software,
  - managing budgets and producing liquidity reports
  - preparing the annual accounts and assist the audit process as may be requested by the Chief Executive.
- Prepare and implement membership fee collection, including:
  - sending invoices and receipts related to membership fees and updating the database with financial data,
  - contacting members about their debts and updating the debtors list in close coordination with the WFTO regional offices,
  - compiling monthly membership fee reports based on analyses.

### Administration

- Maintaining inventory of office supplies and petty cash.
- Filing and handling incoming and outgoing mail.
- Answering office telephone calls.
- Assisting in the preparation of Annual General Meetings, conferences and other events.
- Providing general support to fundraising activities.



- Assisting in project reporting and, possibly, execution.
- Assisting colleagues and Chief Executive in general tasks.
- Adaptation of responsibilities as seen fit to support the financial administrative process under the WFTO Guarantee System.
- Handling HR administrative tasks as requested.
- Supervising interns, when applicable.

This position will involve occasional domestic and international travel to attend conferences, board meetings and for other reasons.

The Finance and Administration Officer may be expected to perform additional tasks to support other staff members and the Chief Executive within the framework of the employment contract.

### **KEY COMPETENCIES and PERSONAL ATTRIBUTES**

#### **Essential**

- Aptitude for delivering consistent, high quality work and working with a high degree of independence and self-motivation.
- Degree in Business Administration, Financial Accounting, Economics or similar areas, or relevant experience in a similar field.
- A minimum of 2 years accounting experience, including producing financial reports, experience with bookkeeping software and annual financial audit preparation.
- Good administrative skills combined with an organised and methodical approach to work.
- Fluency in spoken and written English and Dutch.
- Good communication and inter-personal skills, tact and diplomacy.
- Integrity, the ability to juggle competing priorities, multitask and perform well under pressure.
- The ability and mind set to work well with others, namely from different cultural backgrounds.
- Very good IT skills, including MS office (Word, Access, Excel, PowerPoint) or equivalent.
- Experience of maintaining databases.

#### **Desirable**

- Commitment to the WFTO Fair Trade principles.
- Experience in an administrative position.
- Experience with Queen Bookkeeping Software.
- Good level of Spanish and/or French.
- Experience of fundraising with public and private funders.
- Proven project/program management skills and experience.
- Strong sense of initiative.

### **APPLICATION and DEADLINE**

Those interested in this position should email their cover letter and CV, in English, to [administration@wfto.com](mailto:administration@wfto.com). Candidates are requested to inform if they have the right to work in the Netherlands. The position will remain open until a suitable candidate is found.