

IICD is a non-profit foundation that specialises in information and communication technology (ICT) as a tool for development.

IICD is active in Africa and Latin America where we bring about technical and social innovations that create and enhance development opportunities in education, governance, livelihoods, health and the environment.

For maximum impact we work closely with partners from the public, private and non-profit sectors.

Our aim is to help our local partners – teachers, farmers, health workers, local government officials and civil servants - to formulate and implement their own ICT-supported development policies and programmes.

More about IICD: www.iicd.org

To reinforce our Central Services Team we are searching for a full-time:

Finance Assistant (FA)

The Financial Assistant (FA) is responsible for day-to-day accounting operations and financial administration. She/he is part of the Finance Department, headed by the Financial Controller.

Summary of key responsibilities

- Execute and control the finance procedures;
- Control, verify, arrange and prepare payments of expenses;
- Control invoices and ensure on-time payment by applying electronic banking;
- Execute project administration (together with Financial Controller);
- Check work hour registration;
- Cash management (euro and other currency);
- Assist with the production of the annual accounts;
- Execute procedures for purchasing.

Must have:

- MBO+ Degree in Administration / Economics;
- At least two years of experience in Finance Administration;
- Fluent in English and Dutch;
- High level of competence in Exact, knowledge of Excel is a plus;
- Good communication and listening skills;
- Self motivated and enthusiastic;
- Able to work in a busy office environment that demands high levels of concentration.

We offer:

- Competent work environment with room for personal development and initiative;
- International and dynamic working environment.

To **apply** please email your Cover Letter plus CV to:

Miss F. Alvarez (Sr. HR Adviser) at vacancy@iicd.org

For more information concerning the position, please contact:

Miss Z.G. Verlaat +31 (0)70- 311 73 11

Closing date:

February 12th 2012