

TERMS OF REFERENCE

POSITION: Financial Assistant

TYPE OF CONTRACT: Fixed Term

KEY INFORMATION:

Reports to:	Tim Reed, Executive Director, Health Action International
Line managed by:	Evelien Colenberg, Financial Controller, Health Action International
Location:	Amsterdam, The Netherlands
Hours:	18-24 hours/week (0.5 - 0.667 FTE)
Period:	One year, starting 1 April 2022
Salary:	Scale 6 in accordance with CAO Sociaal Werk

ABOUT HEALTH ACTION INTERNATIONAL:

Health Action International (HAI) is a non-profit organisation that conducts research and advocacy to advance policies that enable access to medicines and rational medicine use for all people around the world. We pursue advocacy from the patient level up to the highest levels of government through our 'official relations' status with the World Health Organization and respected relationship with the European Medicines Agency. To safeguard our objectivity and integrity, we are resolutely independent of the pharmaceutical industry and protect ourselves from all other conflicts of interest.

Our current work encompasses the following areas:

- **Sexual and reproductive health rights (SRHR).** Our work on SRHR contributes to capacity strengthening of civil society actors and health stewards with knowledge, technical skills and tools to develop and implement evidence-based advocacy strategies to shape markets, particularly through multi-stakeholder engagement modelling. We currently work with partners in Burundi, DRC, Kenya, Rwanda, Tanzania and Zambia.
- **European projects.** HAI has a strong European civil society network working on European medicines policy issues. Together, we advocate for transparent and democratic policies that increase access to needed medicines and improve the rational use of medicines.
- **Addressing the Challenge and Constraints of Insulin Sources and Supply (ACCISS) Study.** HAI and our partners led a study to identify the causes of poor availability and high insulin prices, particularly in under-served regions of the world and developed policies and interventions to bring equity in insulin access to low- and middle-income countries. Now in its third phase, the ACCISS Study continues to promote these evidence-based tools at regional and national levels.
- **Improving snakebite prevention and treatment.** Snakebite is an unrecognised global health crisis that, every year, kills approximately 138,000 people and leaves many more with permanent physical and psychological disability. HAI's snakebite project aims to scale up advocacy and education for the prevention and treatment of snakebite in Kenya and Uganda.
- **Artificial Intelligence and Medicines.** In the context of this programme, we are undertaking training on the impact of AI in healthcare while mapping and engaging with relevant experts and organisations in the field. We are conducting research into AI/ADM's application in clinical trials design, conduct and interpretation, and its impact on Health Technology Assessment processes.

THE ROLE

HAI is seeking a professional, motivated and experienced self-starter, with a background in financial control, accountancy or book-keeping, to assist with HAI's internal and external financial control (turnover 2021: € 1.95 million). You will have a track-record in financial control, preferably with a foundation working internationally, coupled with experience in Dutch accounting methods. Your role will include day-to-day financial project management and budgeting under the supervision of the Financial Controller and reporting to the Executive Director. You will be responsible for the preparation of draft project budgets, estimates and actual results as well as cash-flow forecasts and internal (foundation) and external (donor) financial project reports, so accuracy is a must. The timely and accurate financial reporting of our project partners is also part of your responsibilities.

DUTIES

- To assist with the preparation of financial documents for a new project over six African countries.
- To contact and guide our partners with their financial administration.
- To support the Financial Controller with the preparation of draft financial reports for funders and donors
- Identify funding opportunities.
- Accurate book-keeping, including cost centre coding;
- Use of accounting and project management software package;
- Maintaining accurate and up-to-date accounting records;
- Ensure project funding expenditure and recording is maintained in accordance with Grant Agreements;
- Assisting with the preparation of subsidy applications;
- Ensure that accountants documents are properly filed;
- Improve systems/procedures to enhance internal controls for audit requirements;
- Work in close collaboration with the HAI team and project partners for optimal development of funding applications and donor reports, and the monitoring of programmatic progress.
- Other duties at the behest of the Deputy- or Executive Director.
- Support HAI's fundraising activities.
- General administrative duties as required.

ORGANISATIONAL POSITION

- The Financial Assistant will work in close collaboration with HAI staff located in Amsterdam, as well as partner organisations in a range of countries.
- The Financial Assistant will be line-managed by the Financial Controller.
- The Financial Assistant will report to the HAI Executive Director.

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- A qualification/degree in accounting, finance or a related field;
- Good knowledge of administrative and accounting regulations in the Netherlands;
- Good computer skills (MS Office, in particular an excellent knowledge of Excel/accounting software);
- Experience with EU reporting, and or working experience with an NGO is desirable;
- Proficient verbal and written English and Dutch, French is a plus;
- Analytical skills relevant to financial administration is essential.
- Well-organised and detail-orientated.
- Hard-working, collaborative, passionate about making a difference, and committed to HAI's values.
- Employee is, at the start date of the employment, in possession of a valid work permit for the Netherlands, for the duration of the agreement.

CONDITIONS OF EMPLOYMENT

- The position is part-time (18-24 hours/week), for one year starting on 1 April 2022 (with the possibility of an extension after one year).
- The duty station is Amsterdam.
- Regional, national and international travel may be required.

APPLICATION PROCEDURE

Email your letter of motivation and CV to Raquel De Jesús-Wind (raquel@haiweb.org) by 6 March 2022. A shortlist of applicants will be contacted by email and undergo one interview. Please note that we can only consider applicants who are legally entitled to work in the European Union for this role.

Date: 23 February, 2022

HAI is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Commercial inquiries or job postings are not appreciated or accepted regarding this vacancy.