

# European Association of Zoos and Aquaria



## **Vacancy: EAZA Office and Finance Manager (0.8 FTE)**

Location: Amsterdam  
Deadline: 7 April 2024

Founded in 1992, EAZA ([www.eaza.net](http://www.eaza.net)) is the world's largest regional zoo and aquarium association. Driven by our vision "*Progressive zoos and aquariums saving species together with you*", we enable the collaboration of more than 400 Members (zoos and aquariums, national zoo federations and other organisations) in 47 countries, including 25 EU Member States, in the areas of animal population management, animal welfare, conservation, education and research.

The day-to-day work of the Association is managed by the EAZA Executive Office (EEO), with a dedicated team of around thirty staff members. Our main office is in Amsterdam with a satellite office in Brussels and other EEO Team Members located in EAZA Member facilities around Europe.

## **Job Description**

Effective office management supports optimal functioning of staff and facilitates other EAZA activities. It is important that staff and visitors experience a well organised and welcoming office environment. As Office and Finance Manager you lead the office management team and have special responsibility for ensuring timely and accurate financial management across all aspects of EAZA activities, including supporting the Directorial team so that they can manage their budgets effectively. You will also need to work collaboratively as part of projects requiring additional administrative support. You will be proactive about instigating improvements and innovations for effective running of the EAZA Executive Office.

## **Duties and Responsibilities**

### **Success of the Office Management Team and activities:**

- Line management of the Office and HR Coordinator
- Daily running of the office in cooperation with the Office and HR Coordinator
- Liaison with IT service provider and oversight of support
- Proactive instigation of improvements and innovations for effective running of the EEO

### **Timely and accurate financial management across all aspects of EAZA activities**

- Bookkeeping
- Communication with accountants and auditors
- Payments to staff including salary administration and expenses reimbursements (once authorised by the appropriate person)
- Providing financial reports and support as requested, including relating to externally funded projects as appropriate

### **Work collaboratively as part of projects requiring additional administrative support**

- Support with minutes and organisation of Executive Committee meetings, plus assist where needed with Council meetings and for the Annual General Meeting

- Personal assistant tasks for the Executive Director and Deputy Executive Director
- Support communications and publications e.g. Zooquaria magazine subscriptions, publication and posting
- Membership services e.g. queries on membership fee invoices, managing the EAZA bird legband service

## Required Qualifications and Experience

### Qualification and experience requirements

- The successful candidate will be educated to a minimum of degree level or bring equivalent expertise, ideally in finance management, management support, or administration
- A minimum of three years' experience of working in a busy office environment
- Experience with standard office word processing and spreadsheet packages is essential
- Candidates must be familiar and have had a minimum of two years working experience with a bookkeeping system (preferably Basecone, Twinfield, and WeFact online finance management systems)
- Experience of line management is preferred
- Fluent written and spoken English and Dutch is essential (the common language of EAZA is English however, much of the administrative contacts require communication in Dutch)

### Other function information

- Candidates with experience of working with a non-profit and/or membership-based association will be preferred
- The role requires the ability to deal sensitively and appropriately with confidential information.
- The role will contribute to other departmental and cross-departmental topics as required and appropriate. This can, where relevant, include assisting with communication and publication of related information to the membership, preparation related to conferences, and other general tasks in the office that can reasonably be assigned
- This position involves occasional international travel, occasional evenings and weekends

### Competencies

The successful candidate should have – or be able to develop – the following personal competencies:

- **Proactive and progressive:** Being forward thinking and taking initiative within scope of responsibility. Using knowledge and experience to lead to the best result for EAZA.
- **Professional:** Demonstrating reliability, consistency, transparency, inclusivity and honesty in your actions. Being fact-based, accountable and maintaining confidentiality. Respecting cultural and experiential differences and positively representing EAZA.
- **Attentive to detail:** Able to handle detailed information consistently and effectively.
- **Interpersonal skills:** Able to work with a wide range of people across multiple cultures. Managing relationships with professionalism, empathy and tact.

- **Organized:** Determining own goals and priorities across multiple tasks and indicating the actions, time and resources needed to achieve these goals. Keeping on track and on time to meet deadlines, even under pressure.
- **Independent decision making skills:** Responsibility and ability to make appropriate and independent decisions in line with the scope of the job.
- **Department/Team management skills:** Collaboratively determining goals and priorities for the department/team and those in it. Ability to allocate the actions, time and resources needed to achieve these goals.
- **Technology fluent:** Able to use and adapt to existing and new tools and technologies appropriate to the job description e.g. Office365, CRM, finance and HR systems,

## Employment Conditions

The position of EAZA Office and Finance Manager is an 80% post (30.4 hours per week ) and to be based at the Amsterdam EAZA Executive Office. EAZA operates a pro rata three days in the office: two days at home work rota. A home/work travel allowance and home working allowance is added tax free to the salary. Equipment is provided for safe and healthy home working.

There is a holiday allowance of 25 days a year (pro rata) and a company pension is available. An initial one-year contract is offered, with a permanent contract to follow after a positive appraisal. The starting salary offered for 80% employment is € 2,659.65 per month. Additionally, EAZA pays an 8% holiday allowance in May which will bring the annual salary for 80% employment to €34,469.

You must be an EU national or hold an EU work permit to be eligible to apply for this role.

## Applications

If you are interested in the position, please send your CV and cover letter for the attention of Myfanwy Griffith at [jobs@eaza.net](mailto:jobs@eaza.net) with the subject line "Office and Finance Manager – [your name]". All applications received will be acknowledged by a return email. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

**Application deadline: 7 April 2024**, midnight (Central European Time)

The first round of interviews will likely take place in Amsterdam from 11 April 2024.

We look forward to receiving your application.