

European Association of Zoos and Aquaria

Vacancy: Office Manager: Maternity Cover



EAZA, the European Association of Zoos and Aquaria, represents and links more than 400 zoos, aquariums, national federations and other organisations in 48 countries. In addition to furthering the professional standards of our Members with regard to the care and accommodation of the animals kept in their collections, EAZA also facilitates cooperation in our key mission areas of conservation, education and research. More than 140 million visits are made to EAZA Members each year.

The EAZA Executive Office is based at Artis Zoo, Amsterdam. A staff of twenty-nine people is responsible for the day to day running of the association with activities divided across two main departments: *Communications and Membership* and *Conservation and Population Management* plus an additional number of roles, including EU Policy, office management and fundraising reporting directly to the Executive Director.

Job Description

The position of EAZA Office Manager: Maternity Cover is offered as a 60% fixed term contract over six months from 1 August 2019 until 31 January 2020. The successful candidate will report to the Executive Director and work closely with the Office Coordinator to ensure the smooth running of the office.

Duties and Responsibilities

Overseeing all aspects of the smooth running of the EAZA Executive Office with primary responsibility (delegated where applicable) for aspects relating to financial management. This includes but is not limited to;

- daily bookkeeping, invoicing and payments
- organisation and communication relating to the annual membership fees
- organising banking, petty cash and reimbursements and gaining additional management approval where needed
- salary administration and making payments (once authorised by the Executive Director)
- providing financial reports and support as requested
- communication with accountants and auditors
- financial oversight and support relating to externally funded projects as appropriate

Working with the Office Coordinator to provide an effective office environment, for example; managing and registering incoming and outgoing as the first person contact for calls, emails, and mail; assisting with the preparation and smooth running of meetings and courses held in the office.

General support for the Executive Director in daily tasks.

Required Qualifications and Experience

Education

The successful candidate will be educated to a higher professional education level, ideally in finance management, management support, or administration.

Experience and Skills

- Candidates must have at least two years' experience of working in a busy office environment;
- Candidates with experience of working with a non-profit and/or membership based association will be preferred;
- Experience with standard office word processing and spreadsheet packages is essential;
- Candidates must be familiar and have had a minimum of one years working experience with a bookkeeping system (preferably Basecone and Twinfield online finance management systems).
- Candidates must have excellent interpersonal skills and the ability to work across multiple cultures;
- Candidates must show attention to detail and adaptability to changing workloads;
- Candidates must be able to deal sensitively and appropriately with confidential information;
- 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);
- Candidates that can demonstrate good prioritisation skills and a problem-solving approach to work will be preferred;

Employment Conditions

The position of EAZA Office Manager: Maternity Cover is a part-time post working 22.8 hours per week (60%). The days over which the hours will be worked can be flexible and will be agreed with the Executive Director. The maternity cover contract will run for six months from 1 August 2019 until 31 January 2020.

The role is based at the EAZA Executive Office in Amsterdam, The Netherlands. From time to time it will be necessary to work at weekends and outside normal working hours. There is a holiday allowance of 25 days a year pro rata and a company pension is available.

The gross salary offered for the six months of maternity cover is in the range €8,955 to €9,660 depending on qualifications and experience. Additionally, EAZA pays an 8% holiday allowance in May which will bring the gross salary range to €9,671 to €10,433.

Applications and Recruitment Procedure

Interested applicants with the required attributes should send a CV and brief covering letter for the attention of Myfanwy Griffith at jobs@eaza.net with the subject line "Office Manager – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: **19 May 2019**

Interviews will take place in Amsterdam at a date to be arranged in **late May/early June**. We thank all applicants in advance for their interest.