

Job Vacancy

Position: Finance and Admin Officer
Organization: Max Foundation
Location: Amsterdam (Zuid)
Hours per week: 28 – 32 hours

Are you an enthusiastic and committed professional looking to work in a rapidly growing non-profit organization? Then we are looking for you!

About Max Foundation

Max Foundation is an international nonprofit organization (NGO) committed to providing a healthy start in life for every child. With an annual program budget of €6 million and 55 employees, our head office is in Amsterdam. Our operations reach 1.3 million people across vulnerable communities globally, with a current focus on Bangladesh, Nepal and Ethiopia.

The Way We Work

Our programmes develop, test, and scale integrated solutions in safe water, sanitation and hygiene (WASH), nutrition, food security, and maternal health; all aimed at improving child health outcomes. We work through and alongside existing systems rather than around them, partnering with governments, local entrepreneurs, market systems, and communities to ensure solutions are sustainable long after our direct involvement ends. With evidence and learnings from our programmes, we influence the development sector and governments to adopt and expand what works, this way we can tackle child health challenges from multiple angles and at greater scale.

What are we looking for?

We are seeking an enthusiastic and dedicated team member who will ensure the timely and accurate recording of our data, serving as the basis for reliable reports for the team and donors. To excel in this role, you need to be service-minded, flexible, and able to maintain a clear overview. This dynamic position requires someone who thrives in a fast-paced work environment. You will report to the controller/financial manager.

The Position

Key Tasks and Responsibilities:

1. Regular Financial/Accounting Tasks

- Processing purchase and sales invoices and expense claims
- Managing accounts receivable, accounts payable, and project administration
- Preparing weekly payments and fund requests
- Resolving outstanding items and issues in the bookkeeping
- Keeping track of the bank accounts, credit card, and online donations

2. Reporting and system maintenance

Supporting the Controller/Financial Manager with

- preparing reports, budgets, annual plans, departmental plans, annual reports, and periodic reports
- Managing the accuracy and completeness of the general ledger and ensuring consistency with sub-ledgers
- Managing and maintaining timesheet records

3. HR Administration

- Supporting the (external) payroll administration
- Assisting with recruitment: posting job ads, drafting contracts, registering with the pension fund
- Acting as confidant
- Keeping track of sick leave and vacation records

4. Admin and IT Support

- Managing the administration and info mailboxes for financial and administrative inquiries
- Day-to-day issues like mail and office matters
- Serving as the point of contact for various ICT- and system-related matters

Profile of the ideal candidate

- HBO level of education, demonstrated by relevant administrative training
- Background in accounting and/or experience in project administration
- A good feel for IT related matters
- Proficiency in Dutch and English - both written and spoken
- Experience with AFAS Online is an advantage
- Strong communication skills and service-oriented attitude
- Accurate, detail-oriented, and highly responsible; comfortable addressing more senior colleagues about administrative requirements
- Knowledge of and insight into the (financial) administrative setup of an organization
- Analytical, flexible, and hands-on mentality, with a proactive approach to improving (administrative) processes.
- Candidates must be based within commuting distance of Amsterdam, and have the legal right to work in the Netherlands

What do we offer?

We offer an exciting position in a small but dynamic work environment with a hands-on mentality, where professionalism is highly valued. The full-time salary (40 hours) ranges between EUR 3,736 and EUR 4,645 gross per month (including holiday allowance), based on qualifications and experience.

Interested?

For more information on Max Foundation, you can [visit our website](#).

To apply, send your motivation letter and CV by September 11th to jobs@maxfoundation.org regarding vacancy finance

Applications will be reviewed on a rolling basis, so we encourage you to apply as soon as possible.

Please note that only short-listed candidates will be contacted.