

Finance and Administration  
Assistant



# Finance and Administration Assistant

Full-time  
Fixed term (12 months)

Closing Date 5 April 2020



Federation of European  
Microbiological Societies

## **Vacancy: Finance and Administration Assistant**

### **Who we are and what we do**

The Federation of European Microbiological Society (FEMS) is a coalition of more than 50 Member Societies from 38 countries, a diverse network of 30,000 individual microbiologists. Our central office with a small international team is based in Delft but we work with hundreds of individual scientists, partners, and suppliers across the globe.

Our commitment is to help support microbiologists to do their work, promote the best in microbiological research and knowledge to the world, and bring microbiologists together to share that knowledge. We are growing our network and activities and are seeking an enthusiastic and experienced Finance and Administration Assistant to support the processes.

As a not-for-profit organization, we reinvest our revenues into supporting microbiologists throughout their career, publishing and promoting scientific research in our journals and organizing events to bring scientists together.

The Finance & Administration Assistant role has been created to assist the accountant and office staff to support the smooth running of the FEMS office. The main focus of the role is on the finance, human resources and administrative processes of this small not-for-profit organization. This includes working with our UK-based accountant; tracking leave and sickness statistics; arranging travel and meeting logistics; ensuring required supplies are ordered and working on diverse activities with other members of the team. This role will report directly to the Managing Director, but the role requires the ability to work on your own initiative without supervision.

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### **What the job requires from you:**

- acting as the main point of contact for all accounts related queries
- recording all financial data in Sage Accounts
- producing an analysis of company credit card expenditure – including obtaining all invoices/receipts and recording data in Sage
- reconciling Dutch and UK bank accounts. Liaising with the bank account managers regarding queries on the accounts and Governance
- VAT/BTW – Working with the accountant to calculate the Dutch and other European VAT refund applications. Includes exporting vatable transactions, checking VAT/BTW on invoices, calculating the VAT/BTW summary and submitting the data via the Dutch and UK VAT system online. Monitoring the refund status from the relevant authorities.
- assisting the accountant with other ad-hoc tasks, including year end and audit

- liaising with /Editors of our Publications regarding payments due to them and their bank account details for deposits
- working with the Membership Officer and our Member Societies regarding their annual membership payments, producing invoices and chasing for membership fees when appropriate
- working with the Grants Officer regarding grant queries, processing grants and recording data in Sage
- Dealing with payment queries (validating bank details, querying currency accounts etc)
- Assisting with logistical planning and support, such as booking venues and catering for events and travel for staff trips
- leave – using the annual leave record keeping system to track and monitor staff annual leave
- sickness – report sickness among the team to the appropriate organizations using the sickness reporting systems
- monitoring office supplies such as stationery and consumables and ordering when required

#### **Essential requirements:**

- excellent fluency in written and spoken English
- relevant experience in an accounts/administrative based environment
- the right to work in EU
- a good and open communicator, able to manage relationships with people from many cultures, ages, backgrounds, nationalities, and perspectives
- proficient in the use of Microsoft Office software (Excel, Word, PowerPoint, Outlook)
- comfortable using numbers, statistics, and graphs
- willingness and aptitude to learn new skills, software, and knowledge on the go, and reflect on your own work and output regularly

#### **Desirable skills:**

- professional accountancy qualification e.g. AAT (Association of Accounting Technicians) or equivalent experience
- data analysis skills
- Experience of using Sage Accounts Professional or similar accounting software

#### **The benefits of working at FEMS**

We are a positive and supportive organization and foster an atmosphere of inclusion and equal opportunities. We are keen to attract highly talented individuals from a diverse range of backgrounds and welcome applications from people of all experiences and promote

family-friendly and flexible working practices. We work in a light, spacious and well-equipped office in Delft, The Netherlands easily reached by public transport from Leiden, Rotterdam, or the Hague and are a cycle friendly workplace: copious bike locking space, and shower facilities.

### **What we can offer you:**

This role is for 36 hours per work week and the initial contract for this role is for 12 months from the commencement of employment and includes:

- Opportunity to grow and develop on the job, with support for training and development
- 8% annual holiday pay (due in May)
- 192 holiday hours per annum
- An employer that promotes family-friendly and flexible working practices
- Travel costs to and from work reimbursed (according to our terms and conditions)
- Generous pension plan (though this can be waived at the request of the employee)

### **Remuneration**

This position will receive a gross monthly salary of between EUR 2315 and EUR 2544 per month, depending on experience.

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### **How to apply**

To apply please send a cover letter and CV to [fems@fems-microbiology-microbiology.org](mailto:fems@fems-microbiology-microbiology.org) before the closing date **5 April 2020**. Your cover letter should include your reasons for applying and your relevant experience. Applications are invited from across Europe and assistance with travel or relocation is possible. Initial interviews will be via conference call and will not require travel to Delft.

