



## Financial Coordinator

**Start Date:** ASAP, 40 hours p/w. (Working Hours Reduction Benefit)  
**Salary:** (€33,000 to €35,000 gross per year on full time basis)  
**Location:** Amsterdam, the Netherlands  
**Contract:** 1 year initially – extension by mutual consent

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### Position summary and job purpose

Since the launch of the revised GRI Universal Standards late 2021, interest in the GRI Standards has increased dramatically and, consequently, more people than ever are signing up for the programs and services of GRI's Training & Certification team. This team is responsible for the development and delivery of high-quality training courses and educational activities. The team is looking for a new colleague to assist with the implementation and administration of its training activities.

The post holder will join the Training & Certification team and support the running of the team's educational programs and related services. The day-to-day activities will concern financial administration, training administration, and marketing.

The post holder will report to the Head of Training & Certification.

### Job responsibilities

The post holder takes responsibility for the financial administration related to various Training & Certification programs and projects. In addition, the post holder assists in the ins and outs of the GRI Academy and, in liaison with the Marketing and Communication team, in the development and execution of marketing activities.

The post holder:

- takes responsibility for the invoicing process of GRI certified training partners, GRI Academy users and any other financial administration tasks related to Training & Certification.
- takes responsibility for the monitoring of training partner license renewals and supports the team in the administrative parts of the renewal process.
- takes responsibility for the monthly reporting of financial KPIs.
- proactively comes up with new ideas to improve the administrative processes of the team's programs and projects.
- functions as linking pin between the Training & Certification team and Marketing and assists with the development and implementation of communication and marketing activities.
- Optionally assists with the development of educational materials.
- assists with the management of the Learning Management System.
- supports the line manager in the preparation and development of tasks/projects/concepts and related budgets.
- performs other duties as required.

### Key competencies / Requirements

The successful candidate for this role:

- preferably has work experience in an administrative and/or supporting role.
- enjoys and takes pride in the meticulous execution of administrative tasks.
- is comfortable with using Microsoft Office, in particular Outlook, Word, Excel and PowerPoint.
- is eager to learn new computer skills.
- has experience in working with deadlines.
- has excellent communication skills and pays attention to detail.
- has excellent command of written and spoken English; additional language skills are a plus.
- enjoys working in an international and multi-cultural setting.
- has affinity with the mission and vision of GRI.



## Our Offer

The successful candidate will enjoy:

- a truly international working environment (the T&C team members come from 10 different nationalities)
- extensive training opportunities
- 11 leave days (ADV) on top of regular 25 leave days
- pension contribution
- healthcare contribution
- 8% holiday allowance
- the opportunity to grow professionally in one of the world's leading sustainability organizations
- flexible working conditions (working from home is possible)
- working in an organization that wants to make a difference

## About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labour organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

## How to apply

Interested candidates are invited to submit their resume and letter of interest in English to [recruitment@globalreporting.org](mailto:recruitment@globalreporting.org). The deadline to submit an application is **12.00 noon (CET), 01 June 2022**. Only complete applications, including resume and motivation letter, from applicant already eligible to live and work in the Netherlands, will be considered for this position.

GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

Visitors' address: Barbara Strozilaan 336, 1083 HN, Amsterdam, The Netherlands

T: +31 (0)20 531 00 00 [www.globalreporting.org](http://www.globalreporting.org)

