

VACANCY ANNOUNCEMENT: Accounting Officer (IEA Amsterdam)

The **International Association for the Evaluation of Educational Achievement (IEA)** is currently seeking an **Accounting Officer** to join our team at the IEA in Amsterdam, The Netherlands. The IEA is an international cooperative of national research institutions, government research agencies, scholars and analysts working to evaluate, understand and improve education worldwide. The IEA conducts large-scale comparative studies of educational achievement and other aspects of education, with the aim of gaining in-depth understanding of the effects of policies and practices within and across systems of education. We are a nonprofit and independent organization. More than 60 countries are actively involved in the IEA network, and over 100 education systems participate in our studies.

Knowledge requirements:

The Accounting Officer should be an energetic finance professional with high attention to details, strong organization skills and methodical. He or she will need to possess good communication skills and enjoy interaction with the business (both in NL and foreign countries). He or she uses their knowledge, skills and behavior to put the client at the center of everything. He or she truly enjoys working in an international environment.

Responsibilities:

Reporting to the Financial Director of IEA, the Accounting Officer will be responsible for:

- Financial reporting
- Internal control
- Interaction and support to other functions
- Debtor control
- Company credit card control/petty cash
- Cost controls and performance improvement
- Systems development

Profile:

- Right to work in the Netherlands;
- Minimal qualifications: Associate or bachelor's degree in business, finance, accounting, or a related field;
- Results oriented;
- Strong financial skills and attention to detail;
- Strong communication skills, both written and verbal in English;
- Highly collaborative approach, with strong interpersonal skills;
- Numerate and analytical;
- Ambition, and potential to grow and develop;
- Able to understand relevant business issues in different jurisdictions;
- Well-balanced personality, a "diplomat" who can operate well under budget and time pressure;
- Effective user of value added technology

- Internationally orientated and sensitive to cultural differences

Additional information:

The Position is 0.8 -1.0 fte (with the prospect of a fixed employment contract)

Starting date: ASAP.

*Please provide your desired salary range.

*We welcome international and multilingual applicants.

Closing date: 12 February, 2018.

For interested candidates, please send your application (cover letter and comprehensive CV) by e-mail to: HR@iea.nl. Please include two writing samples, and indicate "Accounting Officer" in the subject line.

Interviews will be held 19 and 20 February, 2018 at the IEA in Amsterdam.

Homepage: <http://www.iea.nl/>