



We're looking for an Assistant Financial Controller – Internship Position!

Are you looking to make the world a better place?

Do you want to make some real impact and join a team of highly motivated and dedicated people with a true joint ambition? You've found your match!

The Movement

Movement on the Ground is a foundation that started on Lesbos, Greece in 2015 in response to the humanitarian crisis affecting the innocent men, women, and children forced from their homes due to war, poverty and climate change. Our initial aim was to fill the gaps in humanitarian aid provided at the time – which we are still doing – but now, we have come to the conclusion that the so called “system gap” is solvable, and this is something we are working on together with both the Greek and Dutch governments. We are very proud to now provide relief in refugee camps on Lesbos, Samos and Chios, as well as support unaccompanied refugee minors in Athens at our unaccompanied minor shelters. The projects that we run in these camps and shelters are designed to bring dignity, sustainable and innovative solutions.

A little about the team

We are a bunch of like-minded, out-of-the-box thinking, hands-on entrepreneurs from all corners of the world, who are constantly challenging the status quo. We come served with a side of humility and we are always looking into ways to build bridges between all the stakeholders involved in the European migration situation. We all have the same goal, to spread our vision of making the world a better place.

Nothing is impossible for us; this is how we act, how we think and how we work.

For more about us and what we do see here, <https://movementontheground.com/about-us>

What will you be doing during this internship?

During this internship you will get the chance to really experience and learn how an NGO is run financially. You will be working closely with the Financial Controller and supporting him with the daily financial operations. You will also have a chance to take part in the strategic and fundraising meetings of the organization and support with the realization of the goals set there.

As Assistant Financial Controller, you will be taking care of the following tasks:

- Reviewing the current financial procedures: keeping them up to date and looking for and implementing new improvements when necessary in consultation with the Financial Controller
- Being the main contact person for our bookkeeping team
- Handling anything related to incoming and outgoing invoices
- Managing the finance email
- Providing donation receipts to donors

- Keeping track of incoming grants in order to keep our upcoming cash and bank forecast always accurate
 - In case expected grants have not come in, you will follow up with the relevant partners to solve the issue
- Reviewing our bookkeeping system to ensure that it is working correctly, smoothly and efficiently
 - Looking for and implementing new improvements when necessary in consultation with our Financial Controller
- Take part in meetings where organizational financial strategy is discussed
- Take part in meetings where organizational fundraising strategy is discussed
- Responsible for creating a handover document as well as having a handover meeting at the end of your internship to onboard the next Assistant Financial Controller intern.

Who are you?

- You are a finance and accountancy student looking for an internship for a minimum of 5 months.
- You have a high level of English (B2): all the communication in our organization is done in English
 - Fluency in Dutch is *not* required
- Proper understanding of accountancy
- Affinity with financial software (Afas online preferred) is beneficial, but can also be learned on the job.
- You are enthusiastic, flexible, precise, independent and not afraid of taking initiative
- You are a creative problem solver, with an eye for detail and willing to do all kinds of jobs to keep the organization running.
- You are located in or around Amsterdam and able to join us at our office in Amsterdam Noord a few days a week.

What we offer you

- **4 days a week internship for a minimum of 5 months**
- To join an inspiring & entrepreneurial team on a mission to change the world!
- A network of likeminded, creative and influential people.
- A new and fully catered office in Amsterdam Noord.
- Free lunch when at the office
- Start date: 1st of September

If you want to join us for this position, please send us

- Send us a copy of your CV.
- Your answers to these questions:
 - Why would you like to do an internship with our organization?
 - How would your best friend describe you?

To contact us with any questions or to send in your application please email:
dasilvian@movementontheground.com