

Senior Financial Administrator

World Marrow Donor Association is a small, not-for-profit organisation (10 FTE), primarily funded by members & corporate industry partners. We are looking for a highly engaged senior financial administrator who ensures all operations functions (Finance, HR, Office, IT, Legal) provide high quality support to the WMDA pillars and their projects. Are you a financial administrator with soft skills, and are you eager to further professionalise and innovate our operations department? Please reach out!

You understand non-profit business models and you enjoy building an efficient administration. You're not afraid to provide hands-on support and you report directly to the Executive Director.

Your responsibilities:

- Develop, implement and maintain an operational vision, strategy, budget, and annual work plan in line with the overall WMDA Strategy;
- Act as the CFO of the organisation.

Your education and experience:

- HBO/WO level of work and thinking;
- At least 5 years of relevant work experience, of which several years of experience in a financial control position;
- Experience in designing and optimising the right management information for maximising growth, margin and efficiency (using modern tools);
- Affinity and experience with creating a "modern" finance function in which IT, data and digitisation play an important role;
- Experience and affinity with IT for implementing various business support functions (ERP, Exact Online, BI tooling, Excel);
- Excellent communication and negotiation skills in both Dutch and English
- Problem-solving attitude, 'can do' mentality

What we offer:

A challenging and exciting role within a small international organisation, in which you can put your skills and experience to full use and really make a difference for patients in need of a stem cell transplant worldwide.

- An informal, inclusive and open work atmosphere
- 24-32 hour contract
- 8% holiday allowance and end-year bonus
- A collective pension plan
- An office in Leiden as your home base, with the opportunity to partly work from home, also after Covid-19 restrictions

If you are interested in this position, please send your motivational letter and CV by email to hr@wmda.info. All applicants must be in possession of a residential address and valid EU work permit.