



Vacancy – Administrator (16 hours/week, 4 hours per day)

LRE Foundation

Arnhem office

Starting date: as soon as possible

Deadline to apply: 31 October 2024

OFFER

We are offering a part-time position (16 hours per week, exact time allocation but ideally 4 hours per day, 4 days a week) in a dynamic, multi-cultural, collaborative environment. Starting as soon as possible, the position is initially for a period of 1 year (with possibility of extension) and is located in Arnhem (hybrid approach with part-time remote working is possible).

If you are interested in this position, please address your cover letter to Mr. Rémi Praud, Managing Director, and send it with your CV to the following address: finance@liberationroute.com with the following email subject: Administrator Vacancy.

SCOPE AND TASKS

As an Administrator, under the supervision of the Finance manager, you will ensure the smooth operation of the organization's financial and administrative processes. Your key responsibilities include:

- Processing Invoices: Handling incoming invoices, entering them into the approval system, managing payments, and ensuring all records are accurate and up-to-date.
- Providing Quotes: Supplying quotes as needed to colleagues for various requests.
- Managing Invoicing and CRM: Issuing invoices, particularly for membership fees, ensuring timely payments, and collaborating with account managers to keep the CRM system current.
- HR and Administrative Oversight: Monitoring the HR and administrative platform, including tracking timesheets, leave requests, expense claims, credit card payments, and receipt management.
- Team Support: Assisting colleagues with administrative and financial queries, particularly related to project reporting and general administrative tasks.
- Payroll Administration: Liaising with external payroll providers to ensure salaries are processed accurately and on time, payslips are distributed, and any discrepancies are resolved promptly.
- HR Assistance: Serving as the point of contact for employee queries related to payroll, salaries, and payslips, and providing general administrative and financial guidance.
- Financial Reporting and Auditing: Supporting the Finance Manager with the preparation of annual financial statements and collaborating with external auditors on both organizational and project-specific financial reports.
- Budget Preparation and Monitoring: Assisting the Finance Manager in budgeting, forecasting, and monitoring financial performance to ensure alignment with organizational goals.

PROFILE

We are looking for an Administrator who has:

- An HBO-level education or equivalent work experience in a related field.
- Proven experience in a similar role, with a focus on financial administration.
- Extensive knowledge of financial and administrative processes.
- Fluent proficiency in both Dutch and English, in both written and verbal communication.
- Solid knowledge of relevant software (accounting software, Excel etc.). Odo is a plus.
- Strong organizational skills, with a high level of accuracy and attention to detail.
- A proactive and motivated approach, with the ability to work independently and prioritize tasks effectively.
- Excellent interpersonal skills, with the ability to collaborate with international and multidisciplinary teams.
- A solution-oriented mindset, focused on achieving results and improving processes.

ABOUT THE LRE FOUNDATION

The LRE Foundation is a growing international, inclusive network that connects people and organisations dedicated to preserving and valorising the tangible and intangible cultural heritage related to World War II, its memory and meaning. The organisation's main objective is to make this history relevant and accessible, especially for the younger generations. Three key remembrance projects developed by LREF are the Liberation Route Europe, Europe Remembers and the LRE Youth Programme.

- The Liberation Route Europe is a certified Cultural Route of the Council of Europe that links the main regions along the advance of the Allied Forces in 1943-1945. In order to make the route a physical part of the European landscape, LREF is developing a network of Liberation Route Europe trails that allows new ways to experience the route by hiking, walking, and cycling.
- Europe Remembers is a platform that brings together commemorative sites, museums, and events in a collaborative, inspirational portal and awareness campaign, set up for the 80th anniversary of the end of WWII.
- Engaging the younger generations is a key objective for the LRE Foundation. The LRE Youth Programme promotes innovative forms of active remembrance and memory transmission, ensuring that even as living memory becomes history, the stories and sacrifices of individuals will not be forgotten.

Find out more at www.lre-foundation.org, www.liberationroute.com and europe remembers.com

The LRE Foundation has two international offices: in Brussels, Belgium and Arnhem, the Netherlands, as well as branch associations in the UK, Italy, Germany, France and Poland.

The LRE Foundation is an equal opportunity employer that is committed to creating an inclusive workplace that provides mutual respect for all. We value diversity and encourage individuals from all backgrounds to join the team as it allows us to better understand and to meet the needs of our members and the communities in which we serve. We do not discriminate based upon race, colour, religion, national origin, ancestry, marital status, medical condition, sex, age, physical or mental disability, gender identity/expression, sexual orientation, or any other legally protected status. We welcome applicants from all backgrounds, communities, and industries, and we are committed to building a team made up of diverse skills, experiences, and abilities.