**The Center for International Legal Cooperation is looking for a project controller (24-32 hours/week)**

The Center for International Legal Cooperation (CILC) is a project management organisation operating worldwide in international legal cooperation and capacity building. CILC promotes the rule of law by initiating and implementing international legal cooperation projects. We bring together legal experts from different countries to work out solutions for a variety of challenges within developing legal systems. We are based in The Hague and our current work spans dozens of countries in development and in transition in Africa, Asia, Central and Eastern Europe and the Middle East. Find out more at [www.cilc.nl](http://www.cilc.nl).

The Finance and ICT department is responsible for the design and execution of tasks in the area of budget preparation and implementation, planning and control, project administration, financial management and financial administration, as well as advising the management on financial matters. In addition, the department provides system and application management for CILC.

CILC is looking for a project controller. The project controller is responsible for acting as a financial adviser regarding the financial aspects of primary and business processes of CILC, especially with regard to the more common projects. In addition for participating in the implementation of the financial policy of CILC and for the contribution to financial management within CILC.

The position is for 24-32 hours/week and based in The Hague. The position can become fulltime.

**You will**

* advise project managers regarding the financial (budgeting) aspects during acquisition, execution and completion of projects;
* advise the manager Finance and ICT regarding the possible organisation of the financial administration;
* participate in the performance of the department's financial duties and follow up on business and financial and administrative developments;
* contribute to the maintenance of data from (financial) administrations and to maintain, monitor and align with the central administration of the master data;
* contribute to the maintenance and control of the sub administration of creditors, debtors hour administration;
* contribute to the month-end closing of the ledger accounts;
* contribute to the preparation and supervision of project audits;
* compile monthly and quarterly reports;
* contribute to compile the CILC annual budget and the annual financial report;
* be carrying out the administration of international projects.

**We seek**

Candidates for this project administration position will:

* have completed MBO course on level 4 in economics/administration, supplemented with at least a completed course in Modern Business Administration;
* have 5+ years of professional relevant working experience with proven knowledge and ability of financial reporting and accounting skills;
* have excellent communication skills;
* be pragmatic, result-oriented and analytical;
* have quantitative understanding;
* have experience with the software of Unit4Agresso Multivers is an asset;
* have proven advanced knowledge of Excel;
* have strong interpersonal, intercultural and organisational skills;
* have the capability to work autonomously and a willingness to work with flexibility to meet tight;
* be able to travel within and without Europe for financial project audits;
* have operational proficiency in written and spoken Dutch and English.

Experience with international donor funded technical assistance projects is considered a strong asset.

**We offer**

CILC offers an informal and at the same time professionally challenging work environment. We offer the opportunity to work with people who really care about the work they do. CILC is a growing organisation, offering its staff ample opportunity to learn, take on new challenges and grow professionally. In addition, we offer:

* A contract for one year with a part-time appointment based on 3-4 days per week (24-32 hours), with the option for renewal;
* An international team of highly motivated colleagues with diverse fields of expertise;
* A wide network of inspiring people and partner organisations all over the world;
* A friendly, open office in the city centre of The Hague;
* An market conform salary, scale 8-9 (max. 3.697 Euro), depending on background and experience;
* ABP pension scheme and fringe benefits.

**How to apply**

Are you interested? Send us your CV and motivation letter to [office@cilc.nl](mailto:office@cilc.nl) before **26 June 2017**. If you have further questions, feel free to send an email to Willem van Nieuwkerk ([office@cilc.nl](mailto:office@cilc.nl)). You will be contacted by us in case we would like to invite you for an interview.

Please confirm that you are eligible to work in the Netherlands without restrictions. Note that documents written in a language other than English will not be considered.

Please note that due to the high volume of applications received, we are only able to contact shortlisted candidates. Therefore, please do not call or email us after you have submitted your application.

*CILC is an equal opportunity employer. Employment selection and related decisions are made without regard to gender identity, sexual orientation, race, age, disability, religion, national origin, colour or any other protected class.*