



Role: Financial Administrator Freelance (Part-time)

Start: asap

Our purpose

We design for big change.

Our dream is to enable 1 million people to break their own poverty cycle.

Design is the solution.

Design of the best approach.

Design of striking products.

One Tiny Miracle at a time.

Who we are

Tiny Miracles is a social enterprise and foundation that instigates large-scale social change in slums around the world. We empower the world's poorest communities to break their own poverty cycle within ten years. Our mission is to get 1 million people out of poverty by 2030.

Your Role

Within your role you are responsible for an accurate and timely administration of the invoices and expense claims. You will be responsible for month- and year-end closings. Furthermore, you will prepare payments and perform bank reconciliations. You have a critical eye for process improvements and will come up with suggestions for improvements. Working in partnership with the founder and our external accountant you will be creating an efficient and effective backbone of the company. The ideal candidate will have an ability to manage their time and resources independently, and to manage multiple tasks.

Key Accountabilities

- Weekly payments creditors
- Weekly collection debtors

- Invoicing for key clients (Rituals etc) and intra company bookings
- Monthly stock valuation
- Contracts with employees
- Salary payments
- Prepare monthly cashflow insights
- Quarterly reporting Tiny Miracles Foundation (in collaboration with colleagues India)
- Quarterly performance bonus calculation
- Ad hoc tasks like reviewing current insurances
- Quarterly figures (submit details to accountant)
- Annual figures (submit details to accountant)

Pre-requisites

In order to succeed in this role, it is expected that you will have:

- A deep belief in the Tiny Miracles mission
- Fluent in English
- Ability to review processes and analyze and execute quick wins in processes
- Personality: you are hands-on. you want to be more than a great financial administrator, you want to be a change maker
- Demonstrates initiative, is conscientious and provides complete follow-through on areas of responsibility.
- Advanced proficiency in Microsoft Office, Excel

Extra information

8-16 hours per week

Based in Amsterdam Noord (at the IJ)

Please send your cv and motivation to artie@tinymiracles.com