

Finance and Accounting Manager - SteelWatch

OPPORTUNITY:

A unique opportunity for a dynamic and ambitious Finance Manager to join a young, growing climate non-profit. In this role you will manage accounting and finance operations across every aspect of the organisation, bringing invaluable expertise that we need to thrive, and developing your own skills and responsibilities as SteelWatch grows. You will join an international team across countries that are nimble, collaborative, and hugely ambitious in the task of influencing the steel sector, which drives 7% of annual greenhouse gas emissions.

ABOUT THE ORGANISATION

SteelWatch is an international non-profit civil society organisation established in June 2023, driving corporate accountability in the steel sector and urgent climate action. Our vision is a steel sector that underpins a thriving zero-emissions economy. We are still in 'start-up' mode, actively campaigning while developing our team and our systems. We are small but growing, seeking to hold the huge steel industry to account for its impacts and drive urgency into a sector that is, so far, slow to change.

ABOUT THE ROLE

The Finance and Accounting Manager is responsible for maintaining and managing SteelWatch's financial operations in collaboration with the Operations Lead. The role encompasses comprehensive financial cycle management: doing accounting, budgeting, reporting, cash flow and treasury management, and supporting internal and external audit processes. This is a new role in the organisation, and crucial for maintaining financial health and ensuring compliance with the organisation's and funders' standards.

SteelWatch is currently operating at around €1.5mn per year with a growth path that anticipates this doubling. The role will evolve as SteelWatch grows, and therefore, duties and levels of responsibility are also expected to evolve. We seek a candidate with ambition and capacity to grow. The Finance and Accounting Manager reports to the Operations Lead.

Key Responsibilities

Accounting and Compliance

Maintain and deliver all accounting functions, including:

- Manage invoicing approval and payments.



- Update the bookkeeping system (Exact Online) to record invoices and expenses and allocate costs to correct funding sources.
- Manage accounts receivable and ensure alignment with funder agreements and overall budget.
- Maintain oversight of banking and signatory management.
- Responsible for all monthly/quarterly reconciliations.
- Develop and implement financial controls commensurate with our changing size.
- Support external annual audits and the preparation of financial statements.

In the current team structure, the post-holder will be responsible for accurate and timely delivery of all these accounting functions, unless any are outsourced, in which case the post-holder will be responsible for managing that service.

Financial Budgeting, Management and Reporting

- Develop and keep up-to-date the SteelWatch Annual Budget, and project-specific budgets.
- Manage the allocation of spending across grant agreements in line with contracts and timelines and draft financial reports to donors in compliance with funder requirements.
- Manage budget information and templates to enable timely forecasting;
- Report quarterly to the Management Team on actuals vs budget, with clear analysis of over or under-spend and any implications of the budget status.
- Manage SteelWatch's cash flow monthly to ensure adequate funds availability, and report regularly on cash flow to the Management team.
- Facilitate the annual budgeting process, ensuring timeline, templates, and financial information support effective planning starting in Quarter 3 in each year for approval in Quarter 4.
- Oversee and support the implementation and maintenance of financial systems and software, ensuring the accuracy and integrity of financial data.
- Contribute to development of financial policies, including leading where appropriate.
- Contribute to the improvement of financial systems and financial health, including insights for risk management, cost-savings, and best practices.

In delivering these functions, the post-holder will ensure compliance with SteelWatch's non-profit regulations and standards.

PERSON SPECIFICATION



The ideal candidate will bring proven experience in running financial processes of a comparable nature to a high standard and will bring their proactive and analytical skills to build our financial operations. They will be detail-oriented and fussy about accuracy while comfortable operating in a context where systems are improving. They will know all the financial technicalities and requirements (ideally in The Netherlands), and also be able to communicate with the Management Board and Supervisory Board the implications, risks or choices in clear English.

Essential skills and experiences

- Proven experience in delivering a range of financial operations, including accounting, budgeting, forecasting, reporting, and financial planning.
- Proven experience with bookkeeping systems and accounting software, preferably Exact online, to record invoices and expenses accurately.
- Management experience—being responsible for systems and outputs, not just delivery of tasks—and clear capacity to increase management and leadership responsibilities over time. Knowledge of Dutch accounting and ANBI is a plus.
- A minimum of 5 years experience in a financial role, with accounting and financial qualifications equivalent to a Bachelor's degree in a relevant field.
- Totally trustworthy, with demonstrated experience in handling sensitive and confidential information and with discretion.
- Willingness to lean into building improvements in systems and adapting to the pace and urgency of changing priorities.
- Highly proficient in spreadsheets and financial software, excellent communication of numbers and spreadsheets, and strong oral and written communication.
- Willingness and ability to work across time zones, collaborate with diverse teams, and accommodate some early start times to work with colleagues in Asia.

Desirable

- Dutch language and knowledge of the Dutch financial system are strong advantages.
- Experience in the non-profit sector.
- Experience managing financial operations involving multiple currencies, including conversion and international transactions.
- Resilience and experience working in a fast-paced, start-up environment.
- Proficiency in office and collaboration tech tools, including Google products (Google Docs, Google Drive, Google Slides, etc.) and other tools (Slack, Zoom, etc).
- Desire and ability to take initiative, and to learn as you go.



- Motivation to address the climate crisis and support climate action as our central purpose.

ADDITIONAL INFORMATION

Location/remote working: The position is remote with some face-to-face time with colleagues, particularly the Operations Lead and auditors in the Netherlands. The Netherlands is the preferred location, but other locations within a timezone of +/- 2 hours of CET are also possible. You must have the right to work in your location. You will be employed in that country. SteelWatch is unable to support any visa application process.

Remote working/Work environment: The work is mainly remote, and you will need to be able to work remotely via Slack, Zoom, Google Drive, etc. with some face-to-face meetings. Team members are currently located in, the UK, Spain, Germany, the Netherlands, Japan and Australia, and the team continues to grow internationally. Working hours are flexible but you must be able to cover some early mornings to accommodate interactions across time zones. You will have the flexibility to adjust your weekly schedule to balance out those hours and fit into other commitments. Occasional travel will be required to collaborate with the team, funders, or service providers. Face to face time with other colleagues may not be frequent but is essential.

We pride ourselves on building a collaborative team of different cultures and working styles. Team members embrace the flexibility and learning curve of a start-up, and adapt to supporting each other as priorities arise.

Terms: The role is expected to be long-term. If contracted outside of the Netherlands, it will be contracted via an Employer of Record. The initial contract will be for 12 months, subject to renewal. We see this as a full-time role, but we are open to other options (minimum 60%). Please specify your preference in your application, and if part-time, state the preferred number of days per week.

The gross salary for this position if based in The Netherlands is in the range of €53,000 to €65,000, based on experience and qualifications, pro rata if not full time. Comparable salaries in other countries are based on market rates.

APPLICATION PROCESS

Interested candidates are invited to submit a CV demonstrating your skills and a concise cover letter explaining why you are interested in the role and how you meet the



specifications, addressed to opportunities@steelwatch.org with the email subject line “Finance and Accounting Manager”. The deadline is 19th August , midnight CEST. Please include your location, availability, and how you heard about the role. Your CV and letter must have your name in the file title.

Once the candidate is selected, the position is available for an immediate start, subject to the candidate’s availability.

Equal opportunities

We understand the power of diversity in driving better results. Every new addition to our team represents an opportunity for SteelWatch to embrace fresh perspectives and broaden our team. We aim to make SteelWatch an inclusive, nurturing, and imaginative workplace, committed to equal opportunities for all. We invite applications from individuals of all backgrounds, including but not limited to differences in gender, age, disability, religion, sexual orientation, and cultural identity, especially from those underrepresented in the climate movement.

Please let us know if you need accommodations or support during the application process. The normal process will be screening followed by a first and second round interview, and an assigned task. Candidates invited to the first interview will be asked to let us know if any adaptation is needed for this.

Discover more

Follow us on [LinkedIn](#) and X [@SteelWatch2030](#) and [@SteelWatchJP](#).

Visit our website at www.steelwatch.org. Our first three landmark reports are [Sunsetting Coal in Steel Production](#), [ArcelorMittal Corporate Climate Assessment 2024](#), and [Nippon Steel Corporate Climate Assessment 2024](#). Our Shiny Claims campaign is also on YouTube [@ShinyClaims](#) and Instagram [@dirtyflames](#).

Code of Ethics

All SteelWatch team members, consultants, and supervisory board members are required to adhere to SteelWatch’s [Code of Ethics](#).