

Aidsfonds – Soa Aids Nederland is working towards a world where no one dies of AIDS anymore and where people are sexually healthy so that everyone can love freely and without fear. We do this together with the people who are hit the hardest by STIs and HIV because of discrimination and exclusion. We strengthen their voices through support with information, knowledge and funding. For the love of all loves. We work on this in the Netherlands, and Internationally.

Aidsfonds is the [Fund Management Agent](#) of the [Robert Carr Fund for civil society networks](#).

Robert Carr Fund for civil society networks

Robert Carr Fund (Fund), launched in July 2012, is an innovative pooled funding mechanism designed to support global and regional civil society networks worldwide in their response to HIV and to address the needs of marginalized groups. Men who have sex with men, people who use drugs, prisoners, sex workers and transgender people are disproportionately affected by HIV and experience systematic human rights violations due to discrimination, exclusion and criminalization. The Fund aims to strengthen HIV civil society to ensure access of marginalized groups to health, justice and funding.

The Robert Carr Fund practices a participatory grantmaking approach. Our donors and civil society organizations designed the Fund in partnership, which is embodied in the Fund's governance structures i.e. [International Steering Committee](#) consisting of both members of civil society and representatives of funders. The membership of the Fund's [Program Advisory Panel](#) (PAP) consists of experts from civil society.

To strengthen the Fund's [Secretariat](#) we are looking for an experienced Business Controller.

This position will sit within the wider Aidsfonds Management & Services Department. The position is 100% dedicated to the Robert Carr Fund and reports to the Fund Director regarding matters related to RCF grantees and the RCF budget. In collaboration with the Fund Director, the Business Controller works together with Program Officers and in close collaboration with the Aidsfonds Business Controllers of the fund to ensure proper grant management of an assigned portfolio of currently funded RCF projects.

Business Controller

32-36 hours per week

Your role

With your talent, knowledge and experience in planning, analysing, assessing, advising, budgeting, reporting and contributing ideas, you will contribute significantly to the effectiveness of the programmes through which we fight HIV/AIDS.

- You are part of the planning and control of the Robert Carr Fund, working closely with the Fund Director, project staff, grantees and your fellow Business Controllers
- You advise and review budgets, payment requests and (audit) reports of partner organisations
- You do due diligence with partners: you analyse risks and advise around contracting and contractual conditions

- Advise and support Program Officers in overall grant management
- Perform monitoring visits to the grantees in collaboration with Program Officers
- Monitor for risks of corruption, fraud and mismanagement (CFM) and engage with the ISC accountability committee, Aidsfonds CFO, Integrity Officer and the Fund Director, to prevent and manage CFM cases Along with your fellow Business Controllers you advise the Fund Director on progress, risks and improvement opportunities in the area of Finance & Control
- Develop and adjust budget/financial reporting templates, formats and logs as an integral part of grantees' annual reporting and monitoring, evaluation and learning (MEL) process.
- You think and contribute to improving our planning and control cycle
- You think and collaborate on policies, processes and systems around Administrative Organisation and Internal Control

Our offer

For us, ambition, appealing goals and quality go hand in hand with diversity, openness and inspiration. You are welcome as you are, who you love or what you believe. We are curious about your talents and your drive to contribute to our mission. And beyond:

- An exciting role within international projects
- A one-year employment contract, with the prospect of permanent employment
- A salary between €3,367 and €5,352 per month (scale 10) based on 36 hours. Grading depends on your experience.
- An individual choice budget (IKB) of 16.96% that you can use as you see fit
- A personal development budget of €650 per year based on 36 hours
- Hybrid working: work at our office in Amsterdam (Sloterdijk) and/or partly from home. And if you want, you set your own schedule with flexible working hours
- 100% reimbursement of your commute by public transport
- 208 hours of leave on a full-time basis (36 hours). You can buy additional leave through the IKB.

What do you bring

You can look at issues from different perspectives and you feel committed to the communities we work with: people living with HIV, LGBTQ+, people with a migration background, (former) sex workers and (former) drug users. Inclusiveness comes naturally to you and you have an eye for the people behind our target group and your colleagues. You work independently but not alone. You are a real connector who likes to think along and give practical shape to the principles of servant leadership. You are driven, both in your own profession and in the mission of Aidsfonds – Soa Aids Netherlands. And you are not afraid of a little stress. And further:

- Relevant education and 2-3 years relevant work experience
- At least hbo working and thinking level
- Experience with project-based work is a plus
- Excellent Excel skills
- Experience in working for an NGO is a plus
- You speak and write English well
- Speaking and writing Dutch is a plus
- Resident in The Netherlands

More information

If you have any questions about this vacancy, please contact Martijn Krol from Michael Page recruitment agency via email MartijnKrol@michaelpage.nl or via mobile +31610833917.



SOAIDS
Nederland



www.aidsfonds.nl; www.aidsfonds.org, www.soaaids.nl and <https://robertcarrfund.org/>.

Apply

Are you our new Business Controller? Then send your cover letter and curriculum vitae via email MartijnKrol@michaelpage.nl.