



## Vacancy: Financial Administrator

### Position Overview:

The Sint Eustatius National Parks Foundation (STENAPA) is seeking a dedicated and skilled Financial Administrator to join our team during an exciting period of development and expansion. This role is designed to strengthen our financial administration capabilities, supporting our existing team and enhancing our capacity to manage the organization's financial operations. The Financial Administrator will play a crucial role in ensuring financial health and compliance through strategic planning, effective financial management, policy development, and maintaining productive relationships with various stakeholders.

### Key responsibilities:

- Assist in developing and implementing the organization's financial strategy, including annual budgets and long-term financial plans.
- Contribute to strategic planning related to cost management, funding sources, and financial sustainability.
- Prepare monthly/quarterly and annual financial reporting materials and metrics.
- Ensure timely financial reporting to donors as per contractual deadlines and requirements.
- Monitor cash flow, accounts, and other financial transactions.
- Identify and manage financial risks and opportunities.
- Develop, implement, and revise financial policies and procedures to ensure efficient financial management and compliance with all regulations.
- Monitor compliance with financial policies and regulations.
- Coordinate and lead the annual audit process with external auditors.
- Implement effective internal controls and risk management strategies.
- Address any audit findings and implement suitable changes.





## Requirements

- Bachelor's degree in business administration, finance, accounting, or a related field; alternatively, an MBO Diploma in Business Administration with 5 years of relevant experience.
- At least 3 years of relevant work experience in financial administration, including significant responsibilities in a financial administrative role.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) and financial reporting.
- Proficient in accounting software (i.e., Zoho) and MS Office, especially Excel.
- Excellent organizational, leadership, and communication skills.
- Experience with budgeting, financial forecasting, and financial analysis.
- Knowledge of nonprofit financial management is a plus.
- Ability to prepare and present financial statements and reports clearly and concisely.
- Experience in managing grants and donor-funded projects.

## Additional Skills:

- Attention to detail and problem-solving skills.
- Ability to work independently and manage multiple projects effectively.
- Strong ethical standards and a high level of integrity.
- Excellent time management skills and the ability to prioritize tasks.
- Strong analytical and critical thinking skills.
- Strong interpersonal skills to work collaboratively with colleagues, external partners, and stakeholders.
- Proactive approach to identifying issues and implementing solutions.

## Additional Information:

- This is a full-time position (40 hrs. / week).
- Health insurance is included.

## How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and why they are a good fit for this role. Please send your CV and motivation letter to Dr. Erik Boman at [manager@statiapark.org](mailto:manager@statiapark.org).

Closing Date: August 20, 2024

Sint Eustatius is a small (10 sq. miles, 26 sq km. pop 3,250) island in the Eastern Caribbean. STENAPA is responsible for the management of the National Parks Boven/Quill, the Marine Park, and the Botanical Garden. The organization also works on the conservation of flora and fauna outside of the National Parks. [www.statiapark.org](http://www.statiapark.org)

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STENAPA is a member of the Dutch Caribbean Nature Alliance (DCNA):

Safeguarding nature in the Dutch Caribbean

