THE COMMON FUND FOR COMMODITIES invites qualified candidates to apply for the position of
FINANCE ASSISTANT (G5)

FINANCE ASSISTANT

The Common Fund for Commodities (CFC) is an UN-affiliated international financial institution with 101 Member States, mandated to reduce poverty by transforming commodity-dependent economies. Operating as an impact investment fund, the CFC finances smallholder farmers, SMEs, and value-chain actors across Africa, Asia, and Latin America, helping raise incomes, strengthen resilience, and reduce vulnerability to climate and market shocks. Headquartered in Amsterdam, the CFC is expanding its operational footprint through a growing portfolio of externally funded programmes and trust-funded initiatives, including its partnership with the Central African Forest Initiative (CAFI), hosted by the UNDP.

The Finance Assistant will work closely with the Treasury Assistant and the Assistant Accountant to support the CFC's financial management, treasury operations, and related administrative processes, contributing to sound cash management, donor-compliant financial execution, accurate financial reporting, and effective internal controls. The role includes assisting with the maintenance of the accounting system (AFAS PROFIT), supporting basic account analyses to ensure the accuracy and completeness of financial information.

This opportunity is available on a full-time or part-time basis (30+ hours per week) and is based in Amsterdam, the Netherlands. This is a locally recruited post and therefore is not eligible for the allowances or benefits exclusively applicable to international recruitment including support for relocation. Remuneration is offered at the ICSC G-5 level. The initial appointment is for a fixed-term period of one year, with the possibility of extension subject to satisfactory performance, organizational requirements, and the availability of funding.

The CFC offers an attractive compensation package, including a tax-exempt salary, comprehensive benefits, and excellent opportunities for professional growth and development within an international organization.

DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES

Under the supervision of the Head of Accounting and Administration and in close cooperation with the Treasury Assistant and the Assistant Accountant, the Finance Assistant will perform the following duties, including but not limited to:

Treasury and Cash Management

- Assist with the processing of payment orders and payment instructions in banking systems for authorisation.
- Support the downloading, processing, and reconciliation of bank and credit card statements.
- Assist with the recording of incoming and outgoing cash flows in relevant systems.
- Support routine treasury transactions under supervision, including basic data entry and documentation.
- Assist in maintaining accurate and complete treasury and cash-related records.
- Assist with the monitoring of cash forecasts and funding requirements, in particular for externally funded activities, by supporting data collection and basic tracking under supervision.

Projects

- Assist in maintaining records related to loans, trade finance, technical assistance facilities, and other projects, including payments received and outstanding balances.
- Support the preparation of invoices, account statements, and payment schedules for projects and contributions, as required.
- Assist with the preparation and processing of project-related payment orders and ensure supporting documents are properly filed in relevant systems (e.g. M-Files).
- Support the preparation of periodic project-related reports, such as payment status and outstanding balances.
- Provide basic support to Project Managers on payment-related matters, as required.
- Support the preparation of basic financial inputs for donor reporting, audits, and reviews, in close coordination with the accounting and programme teams.

Accounting and Financial

- Assist with the maintenance of the accounting system (AFAS PROFIT) and support basic checks to ensure the accuracy and completeness of financial information.
- Support the recording and processing of accounting transactions and the filing of supporting documentation.
- Assist with basic account reconciliations and follow up on routine outstanding items.
- Support routine accounting processes, including payroll-related inputs and other periodic tasks, as required.
- Assist with regular analytical review and account analysis, including budget control.
- Assist with the preparation of standard financial and accounting reports.
- Assist in ensuring that financial documentation and processes are aligned with internal procedures and donor requirements by following established guidelines and flagging inconsistencies to supervisors.
- Assist in the preparation of the annual financial statements in accordance with International Financial Reporting Standards as adopted by the European Union (EU-IFRS).

Administrative and Operational Support

- Assist in maintaining organised financial records and documentation in line with internal control and audit requirements.
- Provide support during internal and external audits, including the preparation and retrieval of documentation.
- Support the accounting and treasury teams with day-to-day administrative and operational tasks.
- Actively leverage artificial intelligence (AI) and other digital technologies to enhance productivity, automate routine financial and administrative processes, improve data quality and reporting, and support continuous innovation in finance operations, while ensuring compliance with the CFC's policies on data protection, confidentiality, and internal controls.
- Demonstrated knowledge of, and practical experience with, AI-enabled tools for finance, accounting, data analysis, reporting, workflow automation, or business process improvement will be considered a significant asset and given strong preference during the selection process.
- Perform other related duties as assigned.

COMPETENCIES

Empathy. An ability to have a deep understanding and sympathy for the needs of others, especially for those people living at the margins of the developing world.

Communication and teamwork. Demonstrates openness in sharing information and keeping people informed; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

Core commitment to good governance and ethical business practices. The successful candidate will have experience in best practices in diligence and governance.

Professionalism. Conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional rather than personal concerns.

SELECTION CRITERIA

- Completion of secondary education and a professional qualification in Accounting.
- Knowledge of International Financial Reporting Standards as adopted by the European Union, and specifically IFRS 7 and IFRS 9.
- A minimum of 5 years of relevant experience.
- Hands-on experience with treasury and accounting software, knowledge of AFAS PROFIT would be considered a strong advantage.
- Practical experience supporting cash management, payments, financial administration and internal controls.
- Demonstrated maturity, tact, discretion, and sound judgement, with the ability to handle sensitive information and situations with confidentiality and professionalism.
- Result oriented, strong team player with excellent client service orientation and openness to feedback and new ideas, contributes to a good working environment.
- Strong drafting, presentation and communication skills with cultural sensitivity.
- Excellent command of written and spoken English. Working knowledge of Dutch is an advantage.
- Familiarity with multi-currency environments is an advantage.
- Experience or familiarity with AML/CTF checks and compliance processes is an advantage.
- It is important to note that the CFC can only offer opportunities to nationals of its Member States. For a full list of Member States please refer to the "About us" section of the CFC website.

TO APPLY

Applicants should complete this short form and send a brief cover letter (max 500 words) and concise curriculum vitae, in English, to recruitment@common-fund.org **including their FULL name and Vacancy Ref (2026-05) in the email subject heading**, eg. SMITH (2025-07).

The closing date for applications is 18:00hrs (CET) on Friday 02 October 2026.

ADDITIONAL INFORMATION

- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- The CFC embraces diversity and is committed to equal employment opportunity.
- The CFC reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- All CFC staff are responsible for performing their duties in accordance with the CFC Policies, Code of Conduct and associated guidelines, as well as other relevant accountability frameworks.
- It is the policy of the CFC to conduct background checks on all potential personnel. Recruitment in the CFC is contingent on the results of such checks.