



Wereld Kanker  
Onderzoek Fonds

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**Office Administrator (part time)**

**World Cancer Research Fund NL  
Stichting Wereld Kanker Onderzoek Fonds**

**CANDIDATE INFORMATION PACK**

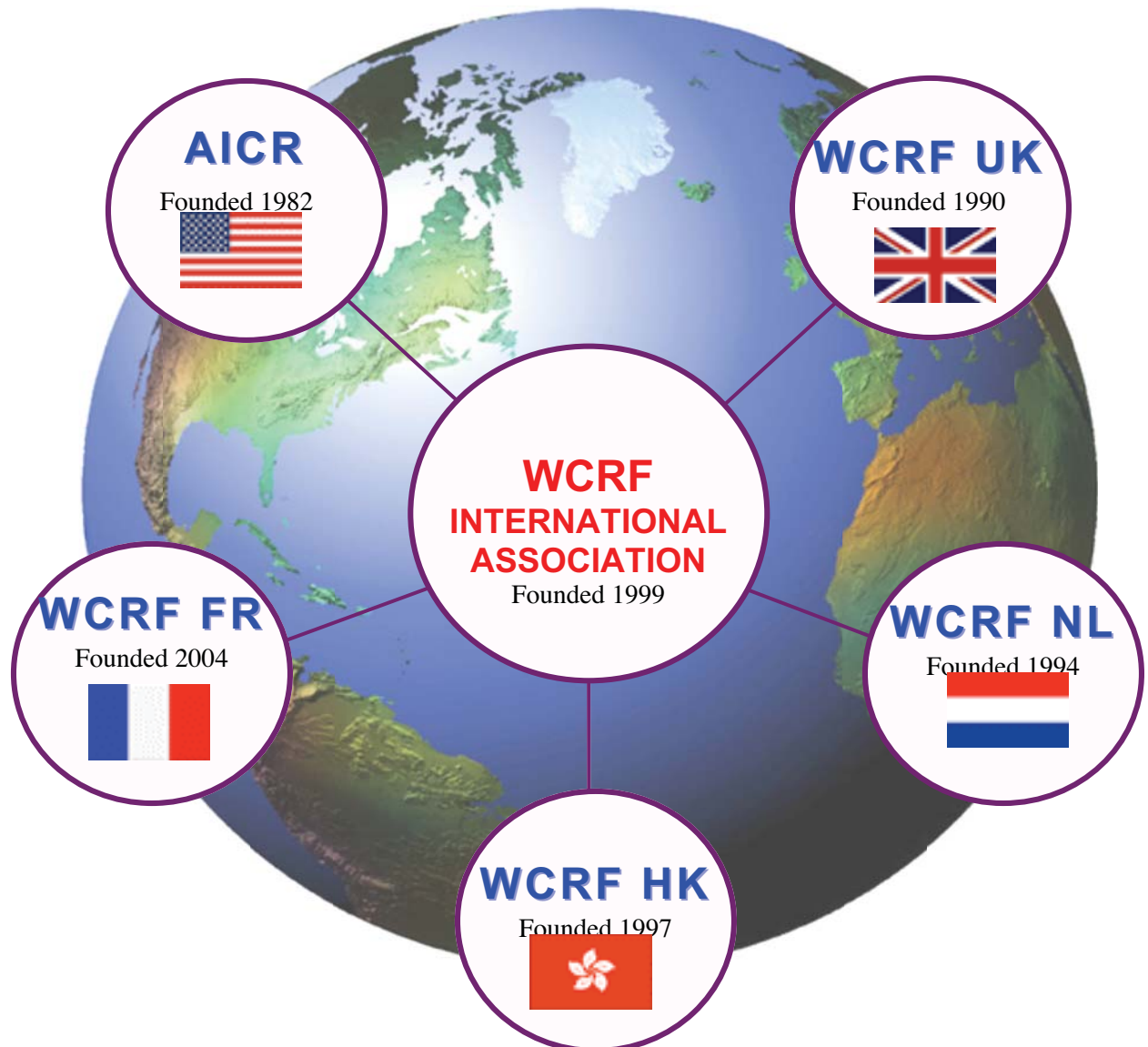
**BACKGROUND INFORMATION  
JOB DESCRIPTION  
PERSON SPECIFICATION  
BENEFITS INFORMATION**

**For more information please visit our website [www.wcrf.nl](http://www.wcrf.nl)  
To apply please email a cover letter and CV to [hr@wcrf.org](mailto:hr@wcrf.org) before May 4**

## BACKGROUND INFORMATION

### World Cancer Research Fund Global Network

The World Cancer Research Fund Global Network is an international alliance of organisations dedicated to the prevention and control of cancer through healthy diets and lifestyles. The network comprises World Cancer Research Fund International (WCRF International), an umbrella association based in the UK, and its member organisations - national charities based in different countries. Current members of our network operate in the United States of America, the United Kingdom, the Netherlands, France and Hong Kong.





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### **World Cancer Research Fund Global Network (continued)**

Linked by a common vision and mission, each member organisation works with the strategic headquarters, WCRF International, to ensure national and global effectiveness. With strategically placed member organisations, the WCRF Global Network is able to raise awareness that cancer is largely preventable, fund innovative scientific research and stimulate new public initiatives for cancer prevention and control throughout the world.

Our Recommendations for Cancer Prevention were developed from WCRF/AICR's landmark Second Expert Report: *Food, Nutrition, Physical Activity, and the Prevention of Cancer: a Global Perspective*. The Report, published in November 2007, is the largest study of its kind ever published and its Recommendations are based on the most comprehensive review of all the available evidence. The Report will form the basis for the development of a global strategy for cancer prevention and control and will set the agenda for science in the years to come.

### **Vision & Mission**

#### **Our vision**

The World Cancer Research Fund global network helps people make choices that reduce their chances of developing cancer.

#### **Our heritage**

We were the first cancer charity:

- To create awareness of the relationship between diet and cancer risk.
- To focus funding on research into diet and cancer prevention.
- To consolidate and interpret global research to create a practical message on cancer prevention.

#### **Our mission**

Today the World Cancer Research Fund global network continues:

- Funding research on the relationship of nutrition, physical activity and weight management to cancer risk.
- Interpreting the accumulated scientific literature in the field.
- Educating people about choices they can make to reduce their chances of developing cancer.

### **World Cancer Research Fund NL**

WCRF NL was founded in 1994 and has a worldwide vision and a unique mission in preventing cancer. We fulfil our mission by a partnership of education and research programmes, which are funded by donations from the public. WCRF NL is now the leading charity in the Netherlands for diet, nutrition and cancer prevention. Our pioneering work has made a major contribution in focusing attention on the link

between cancer and the choices people make about nutrition, lifestyle, physical activity and bodyweight. For more information go to [www.wcrf.nl](http://www.wcrf.nl).

**World Cancer Research Fund Netherlands (WCRF NL)**  
**Wereld Kanker Onderzoek Fonds**

<b>POSITION:</b>	<b>Office Administrator (Part time)</b>
<b>DEPARTMENT:</b>	Operations
<b>LOCATION:</b>	Amsterdam
<b>REPORTS TO:</b>	WCRF Netherlands Operations Manager
<b>SALARY RANGE:</b>	€2083 - 2500 per month full time: As this position is 3 days per week, the salary range for working a 3 day week is €1250 - 1500, 1 year contract

**JOB SUMMARY**

The Office Administrator runs the office administrative procedures of WCRF Netherlands' office, and reports to the Operations Manager on all relevant operational matters. The Office Administrator works with WCRF's International Finance Services Group (IFS), to ensure WCRF Netherlands financial administration is carried out properly. The Office Administrator liaises with and takes direction from WCRF International when appropriate.

Duties include approximately

- 60% of time on financial administration
- 25% of time on managing the general administration for the office such as filing, record keeping, and meeting preparation
- 15% of time on various office duties ranging from taking notes to making copies to assisting the staff in their work

## **MAIN RESPONSIBILITIES**

### **A FINANCIAL ADMINISTRATION**

1. To support all aspects of the financial process, such as, but not limited to:
  - a. Co-ordination of the budget preparation, ensuring that timelines are adhered to and that amendments are fed back to managers;
  - b. Responsibility for recording, coding and tracking of invoice payments.
  - c. Manage the petty cash system.
2. To liaise with IFS, the Dutch Tax and Custom Administration and other financial services (banks, accountants) on matters such as payments, daily banking issues, financial controls and tracking, tax matters and payroll as directed by the Operations Manager.
3. Act as first point-of-contact for daily financial transactions, banking enquiries, invoices etc.
4. Review all invoices with department heads, prior to sending to IFS. To manage the purchasing process
5. Maintain and regularly update the financial folder on the WCRF shared server

### **A GENERAL OFFICE ADMINISTRATION**

1. To manage all aspects of administration such as, but not limited to:
  - a. Ensure that all insurances, including buildings, public liability, travel, IT and data are maintained to the required levels. Negotiate annual charges and keep accurate records of all policies held by WCRF NL.
  - b. Be responsible for the overall efficient use of the building, including the planning and implementation of office layout changes and reorganisations, as directed by executive staff
2. Assisting with payroll and pensions in conjunction with IFS and the Operations Manager
3. Recording absence and sickness
4. To maintain the corporate filing system in conjunction with the WCRF International Projects Manager
5. To act as first point of contact for simple IT issues; liaise with WCRF International IT on more complicated issues
6. To ensure that the office premises and equipment, including security, are regularly monitored and maintained. This will involve regular inspections of the premises and authorising agreed action to correct any faults and deficiencies
7. To be responsible for the overall allocation and security for staff and visitors who enter the office building
8. To ensure the maintenance of the Health & Safety equipment and that the Health and Safety regulations are adhered to
9. Ensure all business equipment such as phones, photocopiers and fax machines are in working order and the appropriate contracts are in place to maintain these
10. To assist in all aspects of the corporate administration as directed by the Operations Manager

### **C. OTHER OFFICE DUTIES**

1. Undertake the role of Risk Officer, responsible for developing and implementing operations risk policies and for training designated employees on risk procedures
2. Preparation for meetings in or out of the office including setting up appointments, catering, coffee, etc.
3. Responsible for taking minutes at meetings and distribution to participants

4. General office duties such as making copies, running errands, etc.
5. To undertake other duties as directed by the Operations Manager
6. Will be required to respond efficiently to staff needs. This will involve being service-oriented, attending to questions or concerns in a quick and friendly manner

## **PERSON SPECIFICATION**

### **Skills/Abilities**

- Effective administrator with excellent organisational skills
- Excellent knowledge of MS Word, Excel and PowerPoint
- Good computer skills; ability to take IT direction from WCRF International on simple computer issues
- Ability to work with Apple Macs
- The ability to work in a calm and professional manner under pressure
- To work in a confidential manner at all times
- Fluent written and oral English and Dutch
- A good level of numeracy skills
- Highly organised with the ability to effectively manage multiple projects
- Excellent ability to respond to staff needs and trouble-shoot quickly.
- Attentive to detail
- The ability to work as part of a team and effective at developing good working relationships at all levels

### **Other**

- Positive, 'Can do' attitude
- Self-motivated and proactive
- Enthusiastic and keen to learn new skills
- Flexible approach to work and the willingness to take on other responsibilities in addition to those detailed in the job description
- Strong interpersonal, presentation and communication skills
- Team player, showing and interest in understanding the nature of the work and mission of WCRF NL and the WCRF Global Network
- Openness to coordinating with the WCRF Global Network and adhering to the structure of the network in terms of decision-making

## **BENEFITS**

### **Annual leave**

The WCRF NL holiday (annual leave) year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Annual entitlement for full-time staff (a 37.5 hour week) is in relation to length of service:

Less than 1 year of service at the start of the new year: 25 days

From 1 to 2 years in service at the start of the new year: 26 days

From 3 to 4 years in service at the start of the new year: 28 days

From 5 years' service at the start of the new year: 30 days

### **Sick leave**

For full-time staff WCRF NL allows sick leave without deducting pay and complies with all appropriate legislation

### **Long-term sick leave**

For full-time employees who have been diagnosed by a physician with a long-term illness, WCRF NL will pay:

- During the first year of sick leave 100% of the current salary;
- During the subsequent year of sick leave is 70% of current salary.

After a period of two years of illness, the employer is no longer required to pay salary.

### **Pension scheme**

We have a voluntary pension scheme available. Employees contribute 2% of their pensionable earnings and employers contribute 4% of their pensionable earnings for a total of 6%.

### **Accident insurance**

We cover all employees for accidents equal to 2 time their annual salary with a maximum of € 250.000 on death and 4 times their annual salary with a maximum of € 500,000 for permanent disability resulting from an accident.

### **Private healthcare**

We offer collective healthcare insurance programme to employees.

### **Travel benefit**

Any distance travelled over 7km to work is reimbursed to the employee at a rate of € 0.15 ct per km.

### **Business travel insurance**

All employees travelling for business are covered under WCRF NL's business travel insurance, which covers cost of illness, accident or death, travel including computer equipment,

### **Core Business Hours**

The core business hours are from 9:30am till 4:45pm when all employees must be present. Employees may arrive for work between 8:30am and 10am and leave between 4:45am and 5:45pm. A 45 minute lunch should be taken.

### **Holiday pay 8% of salary**

According to social insurance law, the employee has the right to an annual holiday of 8% of their gross annual salary.