



## **Financieel & HR Administratief Medewerker**

**Location:** Hybrid – office in Amsterdam and working from home

**Hours:** 24–32 hours per week

**Start:** As soon as possible

**Contract:** Initially one year, with the intention to extend



## Who we are

At Sea Ranger Service, we are dedicated to restoring marine ecosystems and empowering individuals to create a positive environmental impact. We train young people as Sea Rangers, equipping them with the skills to carry out vital conservation work, such as biodiversity restoration and marine protection. Our mission is to safeguard our oceans for future generations through innovative solutions and sustainable practices.

[Click here to learn more about our work](#)

## What we're looking for

We're looking for a detail-oriented and service-minded colleague to strengthen our team. As Finance & HR Administrative Assistant, you'll play a vital role in keeping our financial and HR processes well-organised and running smoothly.

You'll be responsible for tasks such as processing invoices, managing payments, keeping personnel records up to date and responding to practical staff questions. This role is a great fit for someone who enjoys working systematically and wants to contribute to a mission-driven organisation.

You will report to the Head of People and will collaborate closely with our Finance Lead and colleagues across other departments.

## Key Responsibilities

### Finance administration:

- Process incoming and outgoing invoices in the accounting system;
- Manage accounts payable and receivable;
- Send payment reminders and follow up on outstanding amounts;
- Communicate with creditors and individuals expecting payments;
- Prepare and check bank transactions;
- Archive and maintain financial documentation.

### HR-administration

- Draft and send employment contracts;
- Maintain personnel files and process leave and sick days;
- Support recruitment processes (e.g. scheduling interviews);
- Coordinate onboarding of new employees;
- Maintain HR system data;
- Keep track of birthdays and work anniversaries.

[Click here to get to know your new colleagues](#)





## What you bring

- MBO+ or equivalent working and thinking level, preferably with a background in administration or HR;
- At least 2 years of experience in finance administration; HR admin experience is a plus;
- Comfortable working with Excel and financial software (preferably Exact);
- Affinity with working in a mission-driven and growing organisation.

## Skills and qualities

- Detail-oriented and organised;
- Discreet and reliable when handling confidential information;
- Clear communicator with a helpful attitude;
- Able to prioritise and work independently;
- Fluent in Dutch; working knowledge of English is a plus.







## What we offer

You'll be working in a motivated, impact-driven team with space to contribute and grow. You'll be based in Amsterdam, with the option to work from home part of the week. We offer:

- A gross monthly salary between €2,850 and €3,100 based on a 40-hour week, depending on experience;
- 22 holiday days (based on full-time);
- 8% holiday allowance;
- NS Business Card for work travel;
- Mobile phone allowance;
- Pension scheme;
- Flexible working hours and a hybrid work setup.

[Learn more about our recent achievements](#)





## Interested?

Do you see yourself in this role? We would love to hear from you. Please apply through [this link](#).  
Deadline for applications: **16 June 2025**.

The first step will be an introductory conversation where you'll get to know us and the role, and we'll answer any questions you may have.

## Help us!

If this vacancy does not match what you are looking for but you have read it enthusiastically, you may be able to make someone else happy with this opportunity. Then please share this vacancy in your own network, thanks in advance!