

# Finance Manager

**32–38 hours per week, initially on a one-year contract, with the possibility of extension and a permanent contract in the future**

Stichting Radio Zamaneh (Zamaneh Media), is looking for an experienced and pragmatic Finance Manager to lead our financial management and help shape the organisation's future.

## We are

Zamaneh Media is a small, non-profit Persian-language media organization based in Amsterdam, the Netherlands. It provides independent journalism, investigative journalism, citizen reporting, debate, and knowledge to audiences in Iran and Persian-speaking communities around the world. Zamaneh builds bridges between Iran and the Iranian diaspora, as well as between different Persian-speaking communities, including those in Afghanistan and Central Asia.

## Your role

You will:

- Hold overall responsibility for the financial administration
- Prepare project budgets, the annual budget, monthly financial reports and liquidity forecast for the Board
- Develop, monitor and update the organisation's financial policies, procedures and internal controls
- Responsible for financial reporting to institutional donors and end-of-year reporting
- Coordinate and lead the annual financial and project audits
- Oversee grants administration, including donor agreements and donations
- Be the lead contact for the external auditor
- Improve the efficiency of financial and administrative processes
- Research together with HR, complex specific financial matters, such as pension arrangements or taxation, assess their organisational and financial implications, and advise the Director and Management Team

## Skills and experience

We are looking for someone who:

- Can prepare clear financial reports, budgets, forecasts and analyses
- Understand donor compliance requirements and can translate them into workable internal processes
- Has experience in a comparable financial management or controlling role, preferably within a non-profit or project-based organisation
- Experience preparing annual financial statements

- Has knowledge of administrative organisation and internal control systems, as well as planning and control principles
- Has hands-on experience with excel and accounting systems, preferably Accountview
- Speaks and writes Dutch and English fluently
- Resides in the Netherlands within travel distance to Amsterdam
- Bachelor's degree in accounting, Business Administration, or equivalent and at least 5 years of experience in similar role

## What we offer

- Gross monthly salary of a maximum of 6250 per month on fulltime basis (38 hours / week),
- 25 Days holiday leave
- 8% annual vacation allowance
- Pension plan
- The possibility of working partly from home with a remote work allowance
- Home-work travel fully reimbursed
- Company-provided laptop
- Psychosocial support
- A small, dedicated team within a flat organisational structure with a lot of room for personal development and bringing in ideas

## Interested?

Send your CV and motivation letter to [nilofar@radiozamaneh.com](mailto:nilofar@radiozamaneh.com) Before **30 October 2026** but preferably as soon as possible. Please note that the vacancy may close earlier. You can call 020 - 6387947 for further inquiries. An assessment may be part of the application process.

[www.radiozamaneh.com](http://www.radiozamaneh.com)

[www.en.radiozamaneh.com](http://www.en.radiozamaneh.com)

[www.daadkhast.org](http://www.daadkhast.org)