

## Consultancy Assignment

Position Name	Finance and Accounting expert	Date: July 2023
Department	Finance and Operations	
Unit	Finance, Control and Quality	
Reports to	Flexible Funding Working Group	
Period	September-November 2023	
Number of days	10-15	
Location	The Hague	
About Oxfam Novib	Oxfam Novib is a non-governmental organisation. Together with partners, Oxfam Novib supports the people who stand up for equality, climate justice, humanitarian safety and a fair world eradicated from poverty.	
Background	Oxfam Novib is investigating ways to more flexibly finance partners and needs to assess the tax compliance and consequences for both the partners and Oxfam Novib.	
Purpose Position	The consultant is requested to do an assessment of the tax implications and various compliances (accounting, banking, tax, etc.) that Oxfam Novib as well as the grantee partner has, upon agreeing on the collaboration and transferring funds for the agreed activities. Partners are a broad understanding: from registered professional NGO's to small, informal groups, individuals. Also reflecting the current practices in the organization.	
Key Tasks		
<ul style="list-style-type: none"> <li>• Assess and recommend compliance of flexible funding related administration(s) to accounting and banking principles and local rules and regulations (Dutch primarily).</li> <li>• Assess the tax implications of different kinds of transfers (vat, income tax, etc.)</li> <li>• Discussions with various colleagues, including but not limited to working group members</li> </ul>		
Result Areas/ Key Deliverables		
<ul style="list-style-type: none"> <li>• Research plan and inception meeting</li> <li>• Report on activities (people spoken, regulations explored) including conversation observations and conclusions.</li> <li>• Set of recommendations and observed limitations and risks</li> <li>• Presentation</li> </ul>		
Key experience areas		
<ul style="list-style-type: none"> <li>• Taxation (income) regulations/law</li> <li>• Banking and accounting procedures/regulations, also related to international transfers</li> </ul>		
Requirements		
<ul style="list-style-type: none"> <li>• Located in The Netherlands and speaking both Dutch and English</li> <li>• Have a tax and freelance (kvk) registration in NL</li> </ul>		
How to apply	Send your CV with an indication of your freelance day fee including VAT, and a letter indicating specific experience with the topic of this assignment, to <a href="mailto:Koos.vanBrecht@oxfamnovib.nl">Koos.vanBrecht@oxfamnovib.nl</a> and cc to <a href="mailto:Marc.de.Klerk@oxfamnovib.nl">Marc.de.Klerk@oxfamnovib.nl</a>	

	Oxfam Novib cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.
Deadline	The last day to send an email is <b><u>13<sup>th</sup> of August 2023</u></b> Interviews will be in August. Start assignment in September.