

MANIFESTA

Accounts & Business Administration Officer [2026]

About Manifesta

Manifesta, the European Nomadic Biennial, takes place every two years in a different European Host City. Established in the early 1990s, Manifesta has developed into an interdisciplinary platform exploring the relationship between culture and society through contemporary art and culture, architecture and urbanism, education, community engagement and research.

Each edition is developed in close collaboration with its Host City and responds to its cultural, urban and social context.

The International Foundation Manifesta (IFM) is the permanent organisation behind Manifesta and is based in Amsterdam. Our international team provides continuity, knowledge and organisational support across successive editions, working alongside local teams and partners throughout Europe.

About the role

We are looking for an experienced and practical Accounts & Business Administration Officer to join IFM's Business team. Reporting to the Head of Business, you will manage day-to-day bookkeeping and financial administration while supporting the systems and processes that underpin the organisation.

This is a hands-on role requiring strong accounting fundamentals together with confident use of digital systems. You will work across finance, reporting, payroll and HR administration, onboarding and offboarding, systems configuration and wider business administration.

Key responsibilities

Finance & reporting

- Maintain accurate bookkeeping, including the general ledger, accounts payable and receivable, payment runs, bank and balance-sheet reconciliations, and supporting audit trails.
- Ensure income and expenditure are correctly allocated across entities, projects, budget lines and funding sources, and support VAT and other routine financial requirements.
- Prepare information and supporting schedules for monthly, quarterly and annual reporting, including budget-versus-actual analysis, year-end, project and grant reporting.

Systems & processes

- Administer and configure IFM's financial, HR and business systems, including platforms such as Xero, Dext, ApprovalMax, monday.com and Personio.
- Maintain workflows, permissions, organisational data and reporting; monitor data quality between systems and investigate or coordinate the resolution of discrepancies.
- Support improvements, automations and integrations, maintain clear process documentation and liaise with software or ICT providers where required.

HR & business administration

- Support payroll administration and coordinate the administrative aspects of employee and freelancer onboarding and offboarding, including system access and personnel records.
- Maintain IFM's asset register and support reviews of equipment, user accounts, licences, subscriptions, records and document retention.
- Provide practical business and office administration support across IFM and its projects, including cover for the Management Assistant when required.

What we are looking for

- At least 3 years of relevant experience in bookkeeping, finance operations or business administration, with strong practical knowledge of reconciliations, accounts payable/receivable and month- and year-end processes.
- Experience preparing financial information for management, project or annual reporting, including budgets, cost allocations and supporting documentation.
- Strong Excel skills and hands-on experience with cloud-based financial systems such as Xero, Dext and ApprovalMax, or comparable platforms.
- Hands-on experience administering business or HR platforms such as monday.com and Personio, or comparable systems, including configuration, workflows, permissions, automations or reporting.
- Experience with payroll and HR administration, including onboarding and offboarding.
- Strong accuracy, organisation and initiative, with the confidence to investigate issues independently, improve processes and know when to escalate.
- Fluent written and spoken English and Dutch are mandatory.
- Experience in a foundation, not-for-profit, cultural, grant-funded or project-based organisation, particularly across multiple projects, funding sources or legal entities, would be an advantage.

Working at IFM

This is a full-time position based at the Manifesta office in Amsterdam, with a gross salary range of 3,300-3,600 euros per month, plus 8% holiday allowance. The position includes 25 days of annual leave per year (based on full-time employment) and participation in IFM's pension plan.

We support a hybrid way of working, with this position normally based in the Amsterdam office three days per week and working from home for up to two days. Flexibility will be required throughout the year, with office attendance and working arrangements adjusted according to the needs of the organisation, team and programme of activities.

The role works closely with colleagues across the permanent Foundation and current and future Manifesta editions as part of a small, international and collaborative team.

Please submit your application before the 1st of November 2026.

Applications will only be considered if submitted through the designated email address - ifmjobs@manifesta.org.

Applicants must be based in the Netherlands and already have the right to work in the Netherlands at the time of application.