Financial Grant Manager (0.8 FTE, Amsterdam)

Friends of the Earth International is the world’s largest grassroots environmental federation with millions of members and supporters around the world. We operate from a small international secretariat in Amsterdam and run programs on Climate, Food, Forests & Biodiversity and two cross-cutting areas: Economic Justice and Human Rights.

Our annual income of €3 million, from a variety of donors and membership fees, is financing international, regional and national movement and capacity building, advocacy, and campaigning. We support environmental defenders who are threatened because of their work and we subgrant to our 73 national member groups for projects in line with our international program work.

Your role
Financial monitoring and accounting to donors will be at the heart of your work. You work, together with the finance manager, to set up and manage full cycle program support: from drafting budgets for fundraisers and reporting templates for members, to preparing financial statements. You mirror the content grant managers with the financial aspects of our programs. Your work will be both strategic and highly practical, from answering all kinds of questions, to structurally improving financial program management. Competent in international finance and control and passionate about our mission, you bring energy to this new role and continuous improvement to our practices.

Main responsibilities
Full cycle donor finance and control (30% of your time):
- Provide input to fundraisers for budgets in new proposals;
- Prepare annual program budgets and review their monitoring by program officers;
- Review and understand contractual donor requirements; translate these in contract and budget templates for our member groups;
- Prepare financial reports to donors and assist with project audits.

Management and control of subgrants (40%):
- Management of our sub-granting processes by drafting reporting templates, monitoring the timely submission of reports by the member groups and reviewing financial reports;
- Process subgrant reports in the financial administration;
- Communicate findings to member groups.

Information management, process optimization and other (30%):
- Review expense claims from member groups and program staff and ensure that all supporting documents are made available according to donor requirements;
- Ensure that financial subgrant-related information is accessible in our Information Management System;
- Contribute to the development and maintenance of the IMS;
- Support the finance manager, e.g., in the preparation of the annual financial statements;
- Partake in evaluation of financial processes and signal improvement opportunities.
Your profile

- 4 years in financial project management, preferably in an international NGO context. Ideally knowledge of EU and other NGO donors and their financial reporting requirements
- Bachelor’s degree in accounting or business administration, or a comparable level of skills
- Fluent in English and Dutch, verbally and in writing; Spanish would be a plus
- Pro-active and hands-on with strong analytical and problem-solving skills. Excellent Excel skills
- Very organized, effective at setting priorities and multi-tasking
- Strong cross-cultural sensitivity and interpersonal skills. Work experience in the Global South would be a plus

Join our values-driven movement to mobilize, resist and transform!

We offer mission driven, international work within a supportive environment at a great location in Amsterdam. Fulltime salary (37.5 hours/week) between €3,536 and €3,951 monthly. You will participate in our collective pension arrangement, and we hope that you will be able to start as soon as possible!

Friends of the Earth International is an equal opportunities employer. Diversity and inclusion are important values for FoEI. We aim to have a FoEI team that reflects the composition of our diverse, global federation.

In this procedure we work with Sustainability Works. Please send your application no later than 4 January 2023 to application@sustainabilityworks.eu mentioning ‘Financial Grant Manager’ in the subject line. Please feel free to email or call Annelies Pijnenburg for any questions that you may have: +31646680191.