Friends of the Earth International is looking for a:

**Financial Grant Manager – EU Project**

Amsterdam-based position (NL work permit required)

0.8 FTE, 30 hours per week (4 days per week)

FoEI will implement the project “People’s power to drive transformative and sustainable solutions”, with an expected duration of four years with EU financial support. The project aims to strengthen FoEI member groups and structures to work both independently and collectively to contribute to social and environmental justice in policy-making processes. The project covers 67 countries in 4 regions (Africa, Asia-Pacific, Latin America and Europe).

**About the position**

In close collaboration with the EU Project Manager (PM) – who provides overall management and execution of the project – the Financial Grant Manager will be responsible for the financial aspects of the project’s implementation. They will ensure coordination with representatives of all the structures involved in the project, focusing on budgeting, financial reporting, and compliance with the relevant financial regulations.

Financial monitoring and accounting will be at the heart of your work. Under the management of FoEI’s Finance Manager, you will set up and manage full cycle project support: from drafting budgets and reporting templates for relevant staff members and member groups, to preparing financial statements. You will mirror the EU Project Manager on the financial aspects of this project. Your role will be both strategic and practical, involving everything from answering various questions to structurally improving financial project management. One element of the project includes small grants for member groups to strengthen their financial control.

**Job responsibilities**

**Full cycle donor finance and control (40% of your time):**

- Prepare annual project budgets and review of their implementation by responsible officers;
- Review and understand contractual donor requirements; translate these into contracts and budget templates for our suppliers and member groups;
• Prepare financial reports for the donor and assist with project audits.

Management and control of subgrants (30%):
• Manage our sub-granting processes by assessing subgrant budgets, drafting reporting templates, monitoring the timely submission of reports by the member groups and reviewing financial reports;
• Process subgrant reports in the financial administration;
• In collaboration with the PM provide feedback of the findings to member groups.

Information management, process optimization and other (30%):
• Review expense claims from member groups, program staff and meeting participants and ensure that all supporting documents are made available according to donor requirements;
• Ensure that financial subgrant-related information is accessible and updated in our Information Management System (IMS);
• Support the Finance Manager in the preparation of the annual financial statements;
• Partake in evaluation of financial processes, signal risks and identify opportunities for improvement.

Your profile
• 4 years in financial project management, preferably in an international NGO context
• Experience with contract procedures for European Union external action
• Fluent in English, both verbally and in writing; Spanish and Dutch would be a plus
• Proactive and hands-on with strong analytical and problem-solving skills. Excellent Excel skills
• Very organized, detailed oriented, effective at setting priorities and multi-tasking
• Strong cross-cultural sensitivity and interpersonal skills. Work experience in the Global South would be a plus
• In possession of an EU work permit (no relocation allowance is provided)

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. Full-time salary (37.5 hours/per week) between € 4,081 and € 4,430 per month. You will participate in our collective pension arrangement, and we hope you can 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.

Applications

In this procedure we work with Sustainability Works. Please send your application no later than June 14th to application@sustainabilityworks.eu mentioning ‘Financial EU Grant Manager’ in the subject line. 1st interview on the June 27th, 2nd interview on July 11th. Feel free to email or call Alexandra Hostier with any questions that you may have: +31634871946