



Climate Action Network Europe is looking for a Finance and Admin Coordinator

CAN Europe, Europe's largest coalition working on climate and energy issues, is currently seeking an experienced and dynamic Funding Fairer Futures Finance and Admin Coordinator to join our team. The DEAR Funding Fairer Futures Project will bring together a consortium to broaden engagement and empowerment for inclusive and gender transformative climate justice in Europe and beyond. The project aims to drive deeper engagement in our work through direct funding, capacity building including organisational development, and joint and independent communication and campaign work. This work will be through the respective networks of the consortium (all engaged Network members) down to grassroots organisations and movements emphasising the need to properly engage the Network in the FFF Project and ensure the project serves wider objectives.

This position will offer the successful candidate an opportunity to be at the centre of the largest movement for global change that will affect people and the planet for centuries to come. The Funding Fairer Futures Finance and Admin Coordinator will play an important and traversal role delivering this project and supporting the subgranting and financing to partners.

Required Educational/professional qualifications

- Bachelor degree or equivalent qualification preferably in management, accounting or economics;
- 5+ years relevant professional experience;
- Experience in book-keeping, knowledge of an accounting software;
- Excellent written and spoken English; Fluent in French or Dutch is an asset.

Preferred/desirable skills and qualifications

- Relevant professional or voluntary experience with NGOs or in an international network;
- Knowledge of the Belgian accountancy duty
- Knowledge of an accountancy software. Winbooks' knowledge is considered as an asset;
- Experience with EC-funded projects;
- Knowledge or experience with reporting to different public donors (European Commission, EU Members States,...) is considered an asset;
- Experience in delivering training is considered as an asset;
- Relevant experience in managing a multi-stakeholder project within a large consortium;
- Knowledge and/or experience with Belgian employment legislation is considered an asset;
- Computer skills (Office package);
- Organisational, interpersonal and team-working skills, flexibility, and reliability;
- Problem solving and good communication skills;
- Team-work with people from a wide range of countries;
- Management of multiple tasks.

Main duties will include:

- Ensure ongoing monitoring of the project delivery and consolidated budget spending, impacts, opportunities and challenges, results and progress of the project,
- Cost control, budget compliance and administrative work within the project
- Coordinate partners' financial responsibilities for compliance with EU and project requirements
- Design & implement subgranting to CSOs/groups (dissemination of call for projects, selection, disbursement of funds and monitoring use of funds and compliance with requirements by subgrantees)
- Supporting the coordination of project partners
- Encoding of expenses and income in the accounting software of the secretariat;
- Coordination of the Financial reporting to EC;
- Support the Head of Operations in the day-to-day operations.

This position is **based in Brussels** in the CAN Europe secretariat, which houses our team of around 60 staff members (40 in Belgium and the rest spread in several European countries), in Mundo-B, the sustainable NGO office space near the St. Boniface neighborhood of Brussels. This full time or 4/5 position is based on a Belgian open-ended contract.

Remuneration for the job will be between 3710EUR and 4780 EUR gross/month depending on the years of relevant experience (from 0 to 20 years) and subject to Belgian taxes.

Extra benefits include lunch vouchers, reimbursement of local transport costs , teleworking allowance, phone costs, eco and sport vouchers.

To apply, please send your CV in English and a motivation letter in English to jobs@caneurope.org with "Funding Fairer Futures Project Finance and Admin Coordinator" as the subject line.

Closing date for applications: 31 January 2024

- First round of interviews preferably between 5 and 9 February 2024 (online)
- Second round of interviews between 12 & 16 February 2024 (most probably online)

A written test will be requested between both rounds.

Expected start date: as soon as possible thereafter

Contact

Inquiries to César Chantraine, Human Resources Coordinator, cesar.chantraine@caneurope.org