



## Job Description

Position/Title: Funding Fairer Futures Project Finance and Admin Coordinator	
<b>Goal of Position</b>	Ensure CAN Europe's Secretariat's effective delivery of the Funding Fairer Futures Project with effective financial coordination
<b>Functions &amp; responsibilities</b>	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate partners' financial responsibilities for compliance with EU and project requirements, incl. through the finance working group and financial support working group</li> <li>▪ Ensure ongoing monitoring of the project delivery and budget spending, impacts, opportunities and challenges, results and progress of the project, incl. through reporting by co-applicants &amp; subgrantees, narrative reports by subgrantees, Stakeholders Feedback Mechanism, Before/After Survey, regular working groups. Provide guidance to partners on monitoring and data collection.</li> <li>▪ Cost control, budget compliance and administrative work within the project</li> <li>▪ Coordinate partners' financial responsibilities for compliance with EU and project requirements, incl. through the finance working group and financial support working group</li> <li>▪ Coordinate Organisational development learning programme design and implementation and inputs from partners into the programme, including mandatory online training sessions and in person training sessions in Brussels</li> </ul> <p><b>Admin and Financial support &amp; Fundraising</b></p> <ul style="list-style-type: none"> <li>▪ Ensuring all financial operations of the FFF project are carried out in accordance with relevant laws, and internal and external regulations</li> <li>▪ Coordination of the FFF project audits</li> <li>▪ Coordination of the Funding Fairer Futures sub-granting processes (call, selection, agreement, narrative &amp; financial reporting) in partnership with Funding Fairer Futures team</li> <li>▪ Co-Design &amp; 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) through the Climate Action Engagement</li> <li>▪ Support fundraising efforts related to Funding Fairer Futures Project and assist the development of project concepts and applications in line with CAN Europe's fundraising strategy</li> <li>▪ Regularly report on activities undertaken in writing through the CAN Europe reporting system and against individual projects and grants as required</li> </ul>

	<b>Internal Duties</b> <ul style="list-style-type: none"> <li>▪ Participate in team-wide processes and matters relevant to the organisation as a whole as required</li> <li>▪ Work on other projects as assigned by the line manager</li> </ul>
<b>Time requirements</b>	<ul style="list-style-type: none"> <li>▪ Full-time or 4/5</li> </ul>

<b>% of Time</b>	<b>Main team responsibilities</b>
80	Activity organisation
10	Coordination and outreach
10	Strategy design and implementation
100	TOTAL

<b>% of Time</b>	<b>Specific responsibilities</b>
80	Financial management
10	Logistics and project management
10	Internal duties
100	TOTAL

<b>Supervisory responsibilities</b>	None.
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<b>Line management</b>	This position is managed by the Head of Operations
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