



Job Advertisement:

Financial and Administrative EU Project Coordinator

***Application deadline:** 15th March 2023

***Optimal starting date:** April/May 2023

***Contract:** unlimited

***Working Hours:** Full-Time

***Place of work:** Berlin

Who are we?

s.Pro sustainable-projects is a small consultancy specialized in the coordination of transnational cooperation projects, mostly funded by the European Commission (Horizon; Interreg, Erasmus), but also other public donors. Our topical focus lies in projects dealing with the sustainable use of the sea. Among others we run the permanent secretariat of the SUBMARINER Network for the Promotion of Blue Growth as well as the EU4Algae initiative. SUBMARINER is a flagship initiative within the EU Baltic Sea Strategy as well as EU Mission 'Restore our Oceans', bringing together a variety of public and private stakeholders, all engaged in the innovative and sustainable use of marine resources.

The themes of our 'blue' projects span from maritime spatial planning; management of marine protection areas; sustainable aquaculture; algae and mussel product development; reduction of marine pollution and combined use of offshore installations. Project activities range from promoting start-ups; initiation of company cooperations; running of pilot measures, case studies and demonstration plants; knowledge transfer; strategy advice and policy development; participation processes up to public relations.

s.Pro / SUBMARINER have currently a portfolio of 25 'active' projects with a volume of almost € 8 million for our services and a total project volume of more than € 80 million.

All projects have a term of three to four years and bring together between eight and 25 partners from research, industry, business development, NGOs and administration from all European countries.

Who are we looking for?

We are looking for a new staff member for our Berlin office to, who supports the Managing Director as well as all Project Managers in administrating the financial report of staff as well as other costs across all projects – both in line with the various donor requirements as well as with our own accounting processes and financial planning.

What are your responsibilities?

A central ongoing task will be the support to the Managing Director in administrating the financial reporting of personnel costs as well as other costs across all projects.

- Maintain system for time-recording, develop and adjust as needed.
- Keep an overview of the different specific donor requirements for the reporting of staff as well as other costs.
- Act as link between projected organizational costs and actual staff costs on individual projects – in cooperation with Managing Director and Project Managers.

You will be focal point for all our project managers regarding the financial and administrative requirements in all project phases, from proposal to final reporting. Depending on the experience and workload of the respective project managers you will, to a bigger or lesser extent, support the following:

- Proposal budget planning and administrative requirements
- Grant Agreement Preparation and Consortium Agreements
- Financial Reporting and record-keeping
- Budget monitoring and budget shifts
- Audit preparation
- Preparing project accounts and liaise with the auditor when appropriate.

On specifically assigned projects, where s.Pro/SUB acts as the overall lead coordinator for the Consortium, you will conduct the administrative dialogue with external partners around financial reporting, including partner requirements, and obtaining audit and partner accounts.

As we are a small, but fast growing organization, you will also, in close cooperation with the Finance and Accounting Manager and the Managing Director:

- Develop and improve procedures, guidelines and formats
- Strengthen the administrative processes and financial management capacity internally in the organization
- Implement internal and external guidelines
- Adjust and develop the framework for project administrative support to project managers

What is the ideal mix of competencies and skills?

- An educational background in Public or Business Administration, Financial Accounting, Economics, or similar.
- At least 3 years of experience with third party funding and international projects; Horizon Europe and/or other European/national funding instruments
- Excellent English and German language skills are a pre-requisite;
- Understanding of both SME and non-profit organizational set-up and interest in shaping and maintaining efficient and transparent processes
- Excellent knowledge of MS Office / Teams and especially MS Excel; experience with project coordination and management tools (KANBAN, SCRUM, etc.) as well as accounting programs being of advantage
- Understanding of European processes and institutions; especially in the area of sustainability; climate and environmental protection
- Interest in the Blue Economy is an advantage but not essential.

Our ideal candidate is highly motivated; open-minded and feels comfortable in a multicultural environment. You are structured, problem-solving, collaborative, but also diplomatic, while enjoying to move things forward. You think ahead; organize your tasks independently and enjoy working in teams with other employees or project partners.

What do we offer you?

A meaningful job in a very dynamically evolving environment, where you contribute to climate change mitigation; reduction of pollution and biodiversity loss.

- A job in a firmly established, successful, highly dynamic company with a long-term secured project portfolio
- An attractive fixed salary; as well as bonus payments.
- An interesting multi-cultural, international and diverse team.
- The possibility of continuous personal development, expansion of your areas of responsibility with corresponding development of salary, expansion of one's own team of employees and participation in strategic company decisions.
- We encourage and support you in attending targeted training measures.
- An optimal working environment with a beautiful loft office in the middle of the Schöneberger Kiez with 2 minutes walk from S-Bahn/U-Bahn/Bus.
- Up to three home office days per week; flexible working hours and holiday regulations (by arrangement).
- Regular overall team retreats to promote internal knowledge transfer, generate shared ideas and strengthen the working atmosphere.

How do you apply?

Please send us your CV with a meaningful cover letter in English and any other documents to: asz@sustainable-projects.eu. **Subject: Application Financial and Administrative EU Project Coordinator**

Please also visit our websites www.submariner-network.eu / www.sustainable-projects.eu to find out more about our projects and key issues. If you have any further questions about the position before you apply, you are welcome to email to Anne Kierkegaard (ak@submariner-network.eu) in advance.

We will invite suitable candidates to a (virtual) interview no later than two weeks after submitting your application.